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College of Physical and Mathematical Sciences

Brigham Young University

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# Checklist

*Delete this page when the file is completed*

**Black** completed by candidate

**Red** completed by department

**Blue** completed by College

Sections 1-5 are required by *all* candidates

## 1. Nomination Form

### 2. Curriculum Vitae

- 2A. CPMS Summary Sheet
- 2B. Curriculum Vitae

### 3. Reports from Review Committees, Department Chair and Dean

- 3A. Dean's Report
- 3B. College Review Committee's Report
- 3C. Department Chair's Report
- 3D. Report of Department Vote
- 3E. Department Review Committee's Report

### 4. Personal Statement

- 4A. Self-Assessment Summary
- 4B. Department Expectations Document
- 4C. Chair's Expectations
- 4D. 3<sup>rd</sup> Year Review Letter (Required for sixth-year review)
- 4E. Associate Professor Review Letter (Required for full-professor review)

### 5. Citizenship

- 5A. Committee Assignments and Citizenship Activities with the University
- 5B. Professional Citizenship Activities
- 5C. Other Citizenship Activities
- 5D. Review Letters of Citizenship Activities
- 5E. Other Evidence of Citizenship (provided by candidate and department)

### 6. Teaching (Completed by all professorial and all professional teaching candidates)

- 6A. List of courses taught by semester with enrollment numbers
- 6B. List of students supervised (undergraduate and graduate)
- 6C. Description of other teaching activities
- 6D. Illustrative copies of syllabi, handouts, assignments, examinations, etc.
- 6E. Description of steps taken to evaluate and improve teaching
- 6F. Description of products of high quality teaching and mentoring
- 6G. Student evaluations and typescript of student comments
- 6H. Peer evaluations of teaching
- 6I. List of teaching awards

- 6J. Other evidence of student learning and teaching effectiveness (Optional)
- 6K. Student letters, solicited or unsolicited (Optional)
- 6L. Solicitation letter (for student solicited letters only)

**7. Scholarship (Completed by all professorial and all professional research candidates)**

- 7A. List of all scholarly and creative works
- 7B. Three best examples of scholarship with explanations
- 7C. List of grant proposals for research or creative works
- 7D. List of awards or recognition for scholarship
- 7E. List of collaborators (colleagues and students)
- 7F. At least 3 External review letters
- 7G. Explanation of how the external reviewers were chosen; description of reviewer credentials; description of any personal relationship with the candidate
- 7H. Copy of letter sent to solicit external review letters

**8. Other Professional Service (Completed by all professional candidates)**

- 8A. Professional service activities and accomplishments
- 8B. Evaluating and improving professional service
- 8C. Supervisor and peer reviews

**9. Waiver Letter**

# 1. Nomination Form

**NOMINATION FOR CONTINUING FACULTY STATUS AND ADVANCEMENT IN RANK**

Name: BYU ID:	Year Appointed:
Current Rank:	Year Received:
Department:	College: Physical and Mathematical Sciences
Highest Degree:            Year:	Institution:
<input type="checkbox"/> For advancement to the rank of :	
<input type="checkbox"/> Initial Review for Candidacy for Continuing Faculty Status	
<input type="checkbox"/> Final Review for Continuing Faculty Status	

**PLEASE REFER TO THE UNIVERSITY POLICY ON FACULTY RANK AND STATUS (14 January 2008) FOR A LIST OF ITEMS TO BE INCLUDED IN THIS FILE:  
 Professorial Faculty -See APPENDIX A    Professional Faculty - See APPENDIX B**

**RECOMMENDATION OF UNIVERSITY COUNCIL ON RANK AND STATUS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Advancement in rank             | <input type="checkbox"/> Deny advancement in rank       |
| <input type="checkbox"/> Grant Continuing Faculty Status | <input type="checkbox"/> Deny Continuing Faculty Status |
| <input type="checkbox"/> Grant Candidacy for CFS         | <input type="checkbox"/> Deny Candidacy for CFS         |
| <input type="checkbox"/> Other:                          |   |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATION RECOMMENDATION:**

- |  |   |
|--|---|
| <input type="checkbox"/> Advancement in rank             | <input type="checkbox"/> Deny advancement in rank       |
| <input type="checkbox"/> Grant Continuing Faculty Status | <input type="checkbox"/> Deny Continuing Faculty Status |
| <input type="checkbox"/> Grant Candidacy for CFS         | <input type="checkbox"/> Deny Candidacy for CFS         |
| <input type="checkbox"/> Other:                          |   |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Curriculum Vita

## 2A. CPMS Summary Sheet

Contact your department secretary to secure this worksheet.

Complete and insert here.

NOTE: For 2015, insert N/A in for last semester for student ratings and instructor ratings.

## 2B. Curriculum Vitae

Insert copy of vitae here.



### 3. Reports from Review Committees, 'Department Chair and Dean

# 3A. Dean's Report

This report is added by the Dean's office.

# 3B. College Committee's Report

This report is added by the Dean's office.

## 3C. Department Chair's Report

This report is added by the department chair or department secretary.

## 3D. Report of Department Vote

This report is added by the department Rank & Status chair or department secretary.

# 3E. Department Committee Report

This report is added by the department Rank & Status chair or department secretary.

## 4. Personal Statement

# 4A. Self-Assessment Summary

Discussion: Self-assessment of citizenship, teaching, and scholarship.



# 4B. Department Expectations Document

Insert department Rank & Status expectation document here.

## 4C. Chair's Expectations

Discussion: Expectations of department chair. Address any areas of concern raised in the last review.

# 4D. 3<sup>rd</sup> Year Review Letter

Insert the letter from the initial continuing faculty status review here.

# 4E. Associate Professor Review Letter

# 5. Citizenship

The following sections present brief descriptions of each committee assignment, including key achievements.

University committees - discussion

College committees - discussion

Undergraduate curriculum committee - discussion

colloquium committee - discussion

# 5A. Committee Assignments and Citizenship Activities within the University

This section summarizes key university citizenship activities independent of specific committee assignments. The aims of a BYU education - discussion

# 5B. Professional Citizenship Activities

Technical Program Committee (conferences) - specific items  
Reviewer (conference) - specific items

# 5C. Other Citizenship Activities

Outreach efforts - specific items include:

1. Collaborative participation in international and service-learning activities and other activities that enhance BYU's approved outreach efforts.
2. Employment of professional expertise in service to the community and to the Church.



# 5D. Review Letters of Citizenship Activities

Review letters for this section are solicited and included at the discretion of the Rank & Status review committee.

# 5E. Other Evidence of Citizenship

Include other evidences of citizenship.

## 6. Teaching

# 6A. Courses Taught by Semester

Summarize the courses taught at BYU during the period under review and enrollment numbers.

# 6B. Students Supervised

Graduate students supervised:

Served as a committee chair - The following are current and former students for whom you have served as committee chair.

John Smith, M.S.

Thesis -

Dates Defended -

Served as a committee member -

Student Name -

Degree -

Advisor -

Thesis Defense -

Undergraduate students supervised:

Student Name -

RA/TA

# 6C. Other Teaching Activities

Summarize professional teaching activities outside the university during the period of review.

Conferences - descriptions

# 6D. Illustrative Teaching Samples

This section presents artifacts from courses you have taught during the period of review. Include materials exclusively from courses for which you were primarily (or solely) responsible for developing.

## Syllabus

Course overview and schedule (CS 400)

## Lecture Slides

Lecture 22 (CS 400)

## Homework Question

Homework #6 (CS 600)

## Lab Assignment

Homework #3 (CS 600)

## Group Exercise

Project #2 Exercise (CS 400)

## Exams

In-class midterm exam (CS 400)

Take-home midterm exam (CS 600)

# 6E. Steps Taken to Evaluate and Improve Teaching

Description of steps taken to evaluate and improve teaching.



# 6F. Products of High Quality Teaching and Mentoring

Students' scholarly or creative work - discuss

Masters Theses supervised - discussion

Student placement in meaningful employment - discussion

# 6G. Student Evaluations and Student Comments

Summary sheets from student evaluations for all the courses you have taught during the review period.

The student comments included have been selected, prepared, and inserted by the department Rank & Status committee.

See the following instruction to obtain the student ratings for rank and status.

Faculty going up for Full Professor and have been part of the 2015 Student Ratings Pilot Reports will do the following to obtain their student ratings.

<http://studentratings.byu.edu/>

View Winter 2015 Student Ratings Pilot Reports

Print Report from Overview Page

This will create a PDF that includes the student comments

NOTE: All three faculty in Chemistry going up for Full Professor have been part of the Pilot program.

Faculty going up for CFS will continue using the old student ratings system.

# 6H. Peer Evaluations of Teaching

Solicited and included by the department Rank & Status committee.

# 6I. Teaching Awards

Provide a list of teaching awards.

# 6J. Other Evidence of Teaching Effectiveness (optional)

OPTIONAL

# 6K. Student Letters (optional)

OPTIONAL - Insert student letters. Make a bookmark for each letter

# 6L. Student Solicitation Letter

Include a copy of the solicitation letter.

# 7. Scholarship



# 7A. List of Scholarly Works

Include list (discussion) of scholarly works.

# 7B. Three Best Examples of Scholarship with Explanation

Submit your three best examples of scholarship.

# 7C. List of Grant Proposals

## 7D. List of Awards or Recognitions for Scholarship

## 7E. List of Collaborators (colleagues and students)

# 7F. External Review Letters

Each letter needs to be followed by a CV of the reviewer.

## 7G. Explanation of how External Reviewers were Selected

# 7H. Copy of Letter Sent to External Reviewers

See sample letter below.



APPENDIX E: SAMPLE LETTER TO EXTERNAL REVIEWERS OF PROFESSIONAL FACULTY

Date

Addressee

Dear \_\_\_\_\_:

Dr. John/Mary Doe is being reviewed in his/her sixth year of service to determine whether his/her performance merits continuing faculty status and rank advancement to the associate level or whether his/her appointment at the university will be terminated [or, advancement to full \_\_\_\_\_]. The process will begin this fall semester.

Our policy requires evaluations from knowledgeable peers in the academic and professional community. While our evaluation considers all aspects of performance, we are interested in your assessment of his/her contributions in the area of \_\_\_\_\_. Your evaluation should also describe your relationship with Dr. Doe.

We need your assessment by (date). It would be helpful, however, if you could respond very briefly at your earliest convenience by phone (xxx-xxx-xxxx), fax (xxx-xxx-xxxx), e-mail (address), or letter to let me know that we can count on receiving your assessment by that time. [We offer an honorarium of \$\_\_\_\_ for this service. Please include your social security number so that we can make arrangements for the honorarium payment.]

Enclosed for your consideration are a copy of Dr. Doe's curriculum vitae, information about his/her professional assignment, and a summary of our university and department standards for assessing professional service in his/her field. Also included is a form indicating Dr. Doe's choice regarding the waiver of his/her rights to see the extereview letters. The faculty member will see your letter only if he/she retains the right to review letters. However, if there is a negative decision and the faculty member appeals it, his/her entire file will be made available to him/her, although with names and other identifying factors removed.

If you have any questions, please do not hesitate to contact me. Thank you for your help and consideration.

Sincerely,

# 9. Waiver Letter

See sample below.

(Date)

To Prospective Reviewers:

As part of the review process for continuing faculty status or rank advancement, I recognize that letters of evaluation will be requested from supervisors, peers, or students. For your information, the following represents my choice regarding the waiver of my rights to see those letters.

I waive the right to see the letters of evaluation requested in the review process.

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(Faculty Name)

I do not waive the right to see the letters of evaluation requested in the review process.

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(Faculty Name)