
College of Physical and Mathematical Sciences

Brigham Young University

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

Nomination Form

1. Curriculum Vitae

- 1A. College summary spreadsheet
- 1B. Curriculum Vitae

2. Reports from Review Committee, Department Chair and Dean

- 2A. Dean's report
- 2B. College review committee's report
- 2C. Department chair's report
- 2D. Report of department vote
- 2E. Department review committee's report

3. Personal Statement/Expectations

- 3A. Faculty member's self-assessment of citizenship, teaching, scholarship, and mentoring
- 3B. Department rank and status expectations document
- 3C. Chair's expectation, as stated in the hire letter, (strike the salary information), and stewardship reviews
- 3D. University letter(s): third year review letter (**required for sixth-year review**), and associate professor review letter (**required for full-professor review**)

4. Citizenship

- 4A. Description of committee assignments and other citizenship activities inside the university
- 4B. Description of citizenship activities in the profession
- 4C. Description of other citizenship activities
- 4D. Review letters of citizenship activities
- 4E. Other evidence of an attitude of citizenship

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

- 5A. List of courses taught by semester, with enrollment numbers (**identify new courses developed**)

- 5B. List of students supervised, including undergraduate and graduate (indicate whether you were the committee chair or a committee member)
- 5C. Description of other teaching activities, including evaluations and materials from other institutions if applicable.
- 5D. Illustrative copies of syllabi, handouts, assignments, examinations, etc
- 5E. Description of steps taken to evaluate and improve teaching
- 5F. Description of products of high quality teaching and mentoring
- 5G. Student ratings and a typescript of student comments since last promotion
- 5H. Two peer evaluations of teaching
- 5I. List of teaching awards
- 5J. OPTIONAL: Other evidence of student learning and teaching effectiveness
- 5K. OPTIONAL: Students letters, solicited or unsolicited, but not addressed to the candidate. If solicited, also include a copy of solicitation letter

6. Scholarship

PROFESSIONAL: (for professional teaching faculty who have no formal “research” expectation, this section should discuss the professional development plan and its execution.) Completed by all professional candidates

- 6A. Professional service activities and accomplishments
- 6B. Evaluating and improving professional service
- 6C. Supervisor and peer reviews

PROFESSORIAL:

- 6A. List of all scholarly and creative works in the form of an annotated bibliography that explains venue quality and includes an attribution statement.
- 6B. Three best examples of scholarship and a brief explanation why they were selected, their significance and potential impact. (All other scholarship will be available for review in the department office).
- 6C. List of internal and external grant proposals for research or creative works (include both funded and unfunded), and statement of attribution.
- 6D. List of awards or recognition for scholarship
- 6E. List of colleague and student collaborators
- 6F. At least three external review letters
- 6G. Explanation of how the external reviewers were chosen, a description of their credentials, and a description of any personal relationship they may have with the candidate. (Not required for 3rd year reviews.)
- 6H. Copy of letter sent to solicit reviews. (Not required for 3rd year reviews).
- 6I. OPTIONAL: Letters from internal reviewers, either solicited or unsolicited, but not addressed to the candidate. If solicited, also include a copy of the solicitation letter.
- 6J. Copy of waiver letter signed by candidate

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

Signature: _____ Date: _____

ADMINISTRATION RECOMMENDATION:

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

Signature: _____ Date: _____

1. Curriculum Vita

1A. College Summary sheet

Contact your department secretary to secure this worksheet. Complete and insert here.

1B. Curriculum Vitae

Insert copy of vitae here.

2. Reports from Review Committees, Department Chair and Dean

2A. Dean's Report

This report is added by the Dean's office.

2B. College Committee's Report

This report is added by the Dean's office.

2C. Department Chair's Report

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

2D. Report of Department Vote

This report is added by the department rank & status chair or department secretary.

2E. Department Committee Report

This report is added by the department rank & status chair or department secretary.

3. Personal Statement/Expectations

3A. Self-Assessment Summary

Self-assessment of citizenship, teaching, scholarship, and mentoring.

3B. Department Expectations Document

Insert department rank & status expectation document here.

3C. Chair's Expectations

Chair's expectation, as stated in the hire letter, (strike the salary information), and stewardship reviews. Address any areas of concern raised in the last review.

3D. University Letter(s)

Third year review letter (required for sixth-year review), and associate professor review letter (required for full-professor review)

4. Citizenship

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

University committees, college committees, undergraduate curriculum committees, colloquium committees

4A. 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.

4B. Professional Citizenship Activities

Technical Program Committee (conferences) - specific items

Reviewer (conference) - specific items

4C. Other Citizenship Activities

Outreach efforts - specific items include:

Collaborative participation in international and service-learning activities and other activities that enhance BYU's approved outreach efforts.

Employment of professional expertise in service to the community and to the Church.

4D. Review Letters of Citizenship Activities

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

4E. Other Evidence of Citizenship

Include other evidence of an attitude of citizenship.

5. Teaching

Completed by all professorial and all professional teaching candidates.

5A. Courses Taught by Semester

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

5B. Students Supervised

List of students supervised, including undergraduate and graduate. Indicate whether you were the committee chair or a committee member.

5C. Other Teaching Activities

Description of other teaching activities, including evaluations and materials from other institutions if applicable.

5D. Illustrative Teaching Samples

Illustrative copies of syllabi, handouts, assignments, examinations, etc.

5E. Steps Taken to Evaluate and Improve Teaching

Description of steps taken to evaluate and improve teaching.

5F. Products of High Quality Teaching and Mentoring

Description of products of high quality teaching and mentoring

5G. Student Evaluations and Student Comments

Student ratings and a typescript of student comments since last promotion. 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.

5H. Peer Evaluations of Teaching

Two peer evaluations of teaching

5I. Teaching Awards

Provide a list of teaching awards.

5J. OPTIONAL: Other Evidence of Teaching Effectiveness

OPTIONAL: Other evidence of student learning and teaching effectiveness

5K. OPTIONAL: Student Letters

OPTIONAL: Students letters, solicited or unsolicited, but not addressed to the candidate. If solicited, also include a copy of solicitation letter

6. Scholarship

For professional teaching faculty who have no formal “research” expectation. This section should discuss the professional development plan and its execution.

6A. PROFESSIONAL

Professional service activities and accomplishments

6B. PROFESSIONAL

Evaluating and improving professional service

6C. PROFESSIONAL

Supervisor and peer reviews

PROFESSORIAL

6A. List of Scholarly Works

List of all scholarly and creative works in the form of an annotated bibliography that explains venue quality and includes an attribution statement.

6B. Three Best Examples of Scholarship with Explanation

Three best examples of scholarship and a brief explanation why they were selected, their significance and potential impact. All other scholarship will be available for review in the department office.

6C. List of Grant Proposals

List of internal and external grant proposals for research or creative works (include both funded and unfunded), and statement of attribution.

6D. List of Awards or Recognitions for Scholarship

6E. List of Collaborators (colleagues and students)

6F. External Review Letters

At least 3 external letters. Each letter needs to be followed by a CV of the reviewer.

6G. Explanation of how External Reviewers were selected

Explanation of how the external reviewers were chosen, a description of their credentials, and a description of any personal relationship they may have with the candidate. (Not required for 3rd year reviews).

6H. Copy of Letter Sent to External Reviewers

Copy of letter sent to solicit reviews. (Not required for 3rd year reviews).

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,

6I. OPTIONAL: Letters from internal reviewers

Solicited or unsolicited, but not addressed to the candidate. If solicited, also include a copy of the solicitation letter.

6J. Waiver Letter

Copy of waiver letter signed by candidate

(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.

(Faculty Name)

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

(Faculty Name)