

## STUDENT COMMITTEE INSTRUCTIONS

The faculty review process, often called the Retention, Promotion and Tenure (RPT) process, consists of informal and formal reviews conducted at times determined by the department and college guidelines. Formal reviews for retention, promotion, and tenure involve an evaluation by stakeholders at all levels who provide input regarding the teaching, research, and service of the faculty member.

The student committee is charged with representing students in these formal reviews. When complete, the report is included with a candidate's materials and considered by each level of review. We ask that you maintain confidentiality at all times during this process.

We ask that you do the following:

1. Attend all trainings before beginning your work.
2. Read carefully the materials from a candidate's file that are provided to you.
3. Consider the candidate's contributions in education and mentoring. You can consider direct teaching in a classroom as well as the contributions the faculty member makes toward curriculum development, educational research, advising, mentoring, and student support.
4. Interpret the information concerning student opinion of the faculty member's teaching and mentoring performance. We ask that you present a fair and balanced report of both the positive and negative points suggested by the information, which means that you do not over- or under- emphasize particular comments but that you present a summary that reflects an overall view of a candidate. We also ask that you consider the points raised in your training regarding the potential for implicit bias when you consider the information that you have been given.
5. Meet as a committee to discuss your results and formulate the final report. Please remember to describe and explain any variation in opinion among the members of the committee. As with all reports in the RPT process, the report's persuasiveness will depend on its thoroughness as well as the quality and depth of its analysis. The report should be signed and dated by the committee members and the chair.

Thank you for your willingness to serve in this important role. The input received from you is an important part of the review process and we appreciate the time and effort you spend on this endeavor.

Should you have any questions, please contact your department chair's or dean's office. You can also contact the Office for Faculty at 801-581-8763.



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