



Your First Tenured Faculty Review (TFR)

December 7, 2020

12:00-1:45 PM



Office for Faculty

ACADEMIC AFFAIRS | THE UNIVERSITY OF UTAH

Overview (times approximate)

→ **Introductions** 12:00-12:10

TFR Process 12:10-12:30

Notifications

The File

Report Contents

Report Approval

Difficult Cases

Agendas & Personal
Statements 12:30-12:45

BREAK 12:45-12:55

Break Outs 12:55-1:15

Reflection 1:15-1:35

Wrap Up 1:35-1:45

Introductions

Name, Department, and then Two Words:

1. One for how you're doing today.
2. One for what you think of when I say "TFR."



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TFR Process Policy 6-321 & Template

NOTIFICATIONS SENT TO:

- Faculty and staff that they may submit signed written statements
- Shared-appointment unit of when their letter/report due



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MINIMUM FILE CONTENTS

- **CV**
- **Personal Statement** [we'll come back to this]
- Course Evaluations (for five years)
- **Second Teaching Assessment**
- Prior Reports (TFR or RPT, as appropriate)
- Evidence of Faculty Responsibility (e.g., Letter of Reprimand) (rare)

STRONGLY RECOMMENDED FILE CONTENTS

- Written Summary from Department Chair
- Research Samples/Public Seminar (e.g., College of Science)



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REPORT CONTENTS

1. Accomplishments and commendations
2. Opportunities for further improvement
 - Strategies and recommendations
 - May include timeline for follow up reviews
3. Clear statement of whether reviewed faculty member is meeting standards for a tenured faculty member
 - ***Yes or No?***

EVIDENCE FOR FINDINGS/RECOMMENDATIONS

- ***May ONLY be drawn from the file***

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TFR Process

Policy 6-321 & Template

REPORT APPROVAL

- By majority vote of TFR Committee
- **Reviewed Faculty Member**, Department Chair, and/or Dean may disagree with the Report and request UPTAC Review
- UPTAC reviews entire file (Policies 6-304, 6-321)
 - *Did TFR Committee reasonably apply standards, criteria, and procedures?*
 - *Are the findings and recommendations supported by evidence?*
- If UPTAC answers “yes,” the report is final.
- If UPTAC answers “no” to either question, TFR Committee revises report and resubmits to UPTAC for approval.



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The Few Difficult Cases

FINDING

- ***Faculty member is not meeting standards*** for tenured member of the faculty
 - “The department chairperson, together with a review committee, shall consult with the reviewed faculty member and develop ***strategies, timelines*** (including those for follow-up reviews), and ***recommendations*** for improvement” (Policy 6-321)



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Research, Teaching, and Service Agendas (for the Personal Statement)

AGENDAS

- **Know** your purpose, plan, strategy, manifesto, framework, timeline, schema, order of business, slate, impetus, intent, motivation, rationale, instigation, inspiration, drive, determination, resolve, mission, vision, passion

PERSONAL STATEMENTS

- **Articulate** your reason why, impact, and specificity
- In this context, **summarize** (don't list) goals and accomplishments for last five years
- In this context, **explain** your goals before promotion



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Break Out Groups

1. Discuss Research Agendas
2. If you have time, discuss teaching and/or service agendas.



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Individual Reflection

1. Take 5-10 minutes to write no more than three sentences encapsulating your research agenda
 - a. Why
 - b. Impact
 - c. Specificity
2. Take 5-10 minutes to list what remains to be done in research before you're ready for promotion.
 - a. Sketch a timeline



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Wrap Up

Share Insights
Remaining Q&A



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