

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

Name:

Department:

Evaluator: Self

Evaluation Period:

Rank Under Consideration:

Prof.

The following are the "Standard Scoring Criteria", where "expected" pertains to a candidate's work in that specific activity. Chairs, supervisors, and peers are urged to use words similar to this when documenting their reviews of a candidate.

- 0 – Candidate never met the expected level of performance in this area*
- 1 – Candidate rarely met the expected level of performance in this area*
- 2 – Candidate often failed to meet the expected level of performance in this area*
- 3 – Candidate consistently met the expected level of performance in this area*
- 4 – Candidate consistently met and often exceeded the expected level of performance in this area*
- 5 – Candidate consistently exceeded the expected level of performance in this area*

Ratings are based on evidence presented to the RTP Committee.

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

Teaching						RTP Committee	
Specific Activity	Scoring Criteria	Examples	Weight (10)	Score	Weighted Score	AVG	Score
a. Teaching effectiveness as evaluated by students.	A minimum of two evaluations per semester must be submitted for the entire evaluation period, not including summer, or because of administrative assignments, one evaluation per semester. Additional credit may be given for favorable written comments from students. For score, insert the average of the scores of two evaluations per semester from student evaluations.	Include the results of the chosen SRIs including comments.	10	4.78	47.8		0
b. Teaching effectiveness, as evaluated by dept. chair or supervisor, or their designee.	Use the standard scoring criteria. <i>The candidate must achieve a minimum Score of 3 in this category to be eligible for Tenure or promotion.</i>	Letters of reference or recommendation, observation reports.	10	5	50		0
c. Quality of course materials developed.	Use the standard scoring criteria, giving consideration to both productivity and quality of product(s).	Evaluation of course materials by peers, including syllabi, handouts, quizzes, exams, lecture notes, lab exercises, homework assignments.	10	5	50		0
d. Development of new courses or migrating an existing course to online.	1-point per new course developed.	CS 3450 (Principles and Patterns of Software Design)	10	1	10		0
e. Teaching effectiveness as perceived by peers and/or colleagues.	Use the standard scoring criteria.	Letters of reference or recommendation, observation reports.	6	5	30		0
f. Planning or development of new programs or degrees.	Use the standard scoring criteria.	Program or degree outlines, supporting documentation from department chair.	5		0		0
g. Advising/mentoring of student projects.	1-point for each project.	Undergraduate research, Senior projects, independent study projects or service learning projects.	4		0		0
h. Professional development activities focused on improving teaching.	1-point for each development activity.	SIGCSE 2009, Teaching Professor Conference 2009, Faculty Center Learning Circle (2008)	3	4	12		0
i. Mentoring courses	1-point per course	CS 3240, CS 3320, CS 3370, CS 4450	2	4	8		0

(Teaching continued on next page)

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

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j. Teaching awards	Significance of award(s) will determine score. A score of 5 is recommended for UVU Alumni Outstanding Educator of the Year, Faculty Senate Faculty Excellence Award, or College Teaching Award .	Trustees Award of Excellence should be at least 6 points!	3	6	18		0
k. Teach a new (to the individual) upper level course.	1-point per course.	Course material and other related documentation.	4		0		0
l. Develop an honors section of an existing course.	1-point per course.	Course material and other related documentation.	2		0		0
m. Write a new course or laboratory manual or significantly revise an existing one.	1-point per course or laboratory manual.	Material that were developed.	3		0		0
n. Mentor undergraduate research	1-point for submission of research result for publication or presentation. 1-additional point if the publication has been accepted.	Documentation of research results, such as, abstracts, papers, presentation material, etc.	4		0		0
o. Teaching beyond required workload with no release time.	0.5 - points per each hour taught.	A copy of the schedule.	2		0		0
p. Other, where weight is proposed by candidate and RTP Committee.		This area should be used only where the candidate has shown specially recognized or exceptional effort, not as a repository for minutia			0		0
Candidate's Total Weighted Score for Teaching:						225.8	0

Teaching threshold for tenure or promotion to Associate Professor: 105
Teaching threshold for promotion to Full Professor: 155

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

Scholarship						RTP Committee	
Specific Activity	Scoring Criteria	Examples	Weight (10)	Score	Weighted Score	AVG	Score
a. Peer reviewed scholarly activity including but not limited to academic journals, conferences, patent, and professional publications, made public.	3- points for each single or primary authorship. 2- points for each secondary authorship.	6 refereed articles in JCSC	10	18	180		0
b. Award of significant grants.	3- points for being PI for NSF& similar. 1 point for COPI for NSF & similar for PI for Perkins, CEL, Engineering Initiative funds, etc. 0.5 - point for participation in Perkins, CEL, etc.	1 Examples of grants are NSF, ACM, Perkins. Grant applications primarily for travel are excluded from consideration. Examples of evidence are summary of grant application, award letter, and explanation of significance of grant.	6		0		0
c. Scholarly activity including publication in academic journals, published book reviews, conferences, and professional publications, but not peer reviewed.	2 - points for each single or primary authorship. 1 - points for each secondary authorship.	9 conference presentations (independent of papers at SD, OOPSLA, Better Software Conference), 12 articles (Better Software), 1 keynote (ASEE)	5	22	110		0
d. Completion of a discipline-related doctoral degree not held at time of previous rank appointment or advancement.	Award a score of 5 points for completion.	Diploma, transcripts	5		0		0
e. Completion of discipline-related graduate-level college course for credit	A score of 1 point per course is recommended. No points will be awarded in this category if credit is claimed for completion of a doctorate during this evaluation period (d. above)	Transcripts	2		0		0

(Scholarship continued on next page)

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

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f. Preparation and submission of grant proposals not resulting in award.	3 - points for being PI for NSF& similar. 1- points for PI for Perkins, CEL, Engineering Initiative funds, etc. 0.5 - point for participation in Perkins, CEL, etc.	Summary of grant proposal or a letter from the P.I.	2		0		0
g. Scholarship awards	Use the standard scoring criteria. Significance of award(s) will determine score. A score of 5 is recommended for the College Scholar of the Year Award.		2				
h. Award of prizes or commendations from nationally recognized professional organizations resulting from scholarly or creative activity.	Use the standard scoring criteria. Significance of award(s) will determine score.	Examples are ACM, AIS, AITP, IACIS, PMI, ASQ, APICS, ASEE, SAE, or IEEE awards, etc.	2		0		0
i. Citations of research in other's scholarly works.	1- point per citation	16 during the evaluation period	1	16	16		0
j. Attendance at discipline-related seminars, workshops, or conferences of professional significance not specifically related to teaching.	1- point for each attendance.	ACM/ICFP 2008, C++ Connections 2007, Pycon 2005	2	3	6		0
k. Submission of scholarly activity including academic journals, conferences, and professional publications which did not result in publication or presentation.	1-point per each submission.	ACM, IEEE, ASEE, CCSC, etc.	2		0		0
l. Review scholarly work such as journal articles, books, papers, NSF grant proposals.	1-point per review.	Completed review of a manuscript for a DIscrete Structures book, Franklin-Beedle & Associates, publisher.	2	1	2		0
m. Present a seminar at the department (or higher) level.	1-point per each presentation.	"Fundamentals of Floating-point Arithmetic", In-Service Workshop for Teachers of Science and Engineering, Utah Valley State College, June 2008.	1	1	1		0
n. Publish a discipline related book.	Use the standard scoring criteria.	Do translation of a 2004 book count? If so, add 1.	8		0		0
o. Present a poster at a discipline specific conference.	1-point per each presentation.		3		0		0
p. Other, where weight is proposed by candidate and/or RTP Committee		This area be should used only where the candidate has shown specially recognized or exceptional effort, not as a repository for minutia			0		0

Candidate's Total Weighted Score for Scholarship: 315 **0**

Scholarship threshold for tenure or promotion to Associate Professor: 55
Scholarship threshold for promotion to Full Professor: 85

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

Service						RTP Committee	
Specific Activity	Scoring Criteria	Examples	Weight (10)	Score	Weighted Score	AVG	Score
a. Chairing or co-chairing state, university, college, school, or department committees.	3- points for each chairmanship or year of service.	Math Task Force subcommittee chair, 2 years	4	6	24		0
b. Serving as Faculty Senate representative.	5- points for standard 3 year term, less for partial term.	2004-2007	4	5	20		0
c. Serving on any appeals or grievance board.	2- points per year of service.	Letter from appropriate authority	3		0		0
d. Service as Associate or Assistant Department Chair.	2- points per year of service.	Observations by the immediate supervisor as to whether the basic expectations have been met, or survey of subordinates by the immediate supervisor	3		0		0
e. Participation in a state, university, college, school, or department committee.	2- points per year of service.	Undergraduate Research Council (2005-2006), Math Task Force member (2007-2007), CEL Advisory Board (2008-2009),	3	6	18		0
f. Service as editor of a professional journal.	Use the standard scoring criteria. Scoring is based on the significance of the publication and the length of service.	Better Software (2008-2009)	3	1	3		0
g. Service as Program Director, Program Coordinator, or Track Chair.	Use the standard scoring criteria, with option of adjustment in consideration of length of term and significance of position.	Observations by the immediate supervisor as to whether the basic expectations have been met, or survey of subordinates by the immediate supervisor	3	4	12		0
h. Service as an advisor or sponsor of an officially recognized student club or other organization.	Use the standard scoring criteria, with option of adjustment in consideration of length of term and significance of position.	Letter from president of club/organization or letter from Intercollegiate club council.	2		0		0
i. Service in organized student recruiting activity.	1-point for each recruiting activity.	Letter from appropriate authority	2		0		0
j. Appointment or election to a state, national, or international post of significance to the profession.	1-point for each election.	Examples are ACM, AIS, AITP, IACIS, PMI, ASQ, APICS, ASEE, SAE, or IEEE	2		0		0
k. Service in a major college leadership position not listed in another category.	Use the standard scoring criteria, with option of adjustment in consideration of length of term and significance of position.	AFT, AAUP, etc.	2		0		0

(Service continued on next page)

Computer Science Department Tenure and Rank Criteria
Appendix A
Sources of Evidence

Service						RTP Committee	
Specific Activity	Scoring Criteria	Examples	Weight (1 10)	Score	Weighted Score	AVG	Score
l. Service as a representative of the University to the local, regional, national, or international community.	Use the standard scoring criteria. Scoring is based on the significance of the representation and the length of service.	Letter from director of a service learning activity, award or other recognition from relevant organization, newspaper article, letter certifying participation on accreditation visitation team	1		0		0
m. Acquisition of donated facilities or equipment	Score is based on value of donations to the mission of the department or institution.	Letter or financial documentation confirming value of donation and importance to department mission	1		0		0
n. Significant contribution to accreditation process	Use the standard scoring criteria.	NWCCU, ABET, etc.	1	5	5		0
o. Service awards	Significance of award(s) will determine score. A score of 5 is recommended for the for UVU Outstanding Service Award of the Year.	College, state, regional, national, international	1		0		0
p. Service as a volunteer within the College community.	2-points for each activity.	Judge of student contest, working at conference, judging alumni awards	1		0		0
q. Serve as a course coordinator for a large, multi-sectioned course.	1-point per each course.	Letter from appropriate authority.	1		0		0
r. Serving as a mentor for junior faculty.	1-point per faculty member mentored.	Letter from appropriate authority.	1		0		0
s. Charing a session in a conference.	1-point per session chaired.	Letter from appropriate authority or other related documents.	1		0		0
t. Serving as program chair in a conference.	1-point per year of service.	Letter from appropriate authority or other related documents.	3		0		0
u. Serving as division chair in an organization.	1-point per year of service.	Letter from appropriate authority or other related documents.	3		0		0
v. Holding an office in a professional society.	1-point per year of service.	Letter from appropriate authority or other related documents.	1		0		0
w. Service as President of Faculty Senate (with released time). Applies only to promotion to Professor.	2- points per year of service.	Letter from VPAA attesting to service.	5	4	20		0
x. Service as Assistant Vice President (as a temporary appointment with released time). Applies only to promotion to Professor.	2- points per year of service.	Observations by the immediate supervisor as to whether the basic expectations have been met, or survey of subordinates by the immediate supervisor	4		0		0
y. Service as Department Chair (with released time). Applies only to promotion to Professor.	2- points per year of service.	Observations by the immediate supervisor as to whether the basic expectations have been met, or survey of subordinates by the immediate supervisor	5		0		0
z. Other, where weight is proposed by candidate and RTP Committee		This area be should used only where the candidate has shown specially recognized or exceptional effort, not as a repository for minutia			0		0

Candidate's Total Weighted Score for Service: 102 **0**

Service threshold for tenure or promotion to Associate Professor: 35
Service threshold for promotion to Full Professor: 50

Overall Weighted Score for All Categories: 642.8 **0**

Overall threshold for tenure or promotion to Associate Professor: 210
Overall threshold for promotion to Full Professor: 310

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