



PROPOSED ACTION:

Name:

Date:

Current Rank:

Date attained:

College/School/Division:

Department:

Proposed Action:

 2nd ReappointmentRepresented Full Time Promotion and TenureNon-Represented Part Time Tenure Only Promotion Only *Currently Tenured: yes no

* **Note:** "Promotion Only" actions for Non-Tenure Track faculty outside of the College of Medicine must be submitted on this Green Sheet Form plus the Supplement for Non-Tenure Track Reappointment Action form that is downloadable at this link: <http://www.uvm.edu/~facsrcs/?Page=RPT.html&SM=submenu2.html>

Effective date of proposed action:

TO BE COMPLETED BY THE CHAIR / DIRECTOR EXPECTATIONS OF THE CANDIDATE

In Schools without Chairs or Directors, review shall be carried out by the Dean.

It is the responsibility of the Chair / Director to oversee the objective assembly of all pertinent, candidate-approved supportive materials such as teaching evaluations, and to ensure the inclusion of peer review documents (teaching, outside evaluators, secondary appointment reviews, etc.).

The entire dossier, EXCLUDING evaluative comments by the Chair/Director, is to be made available to Department faculty for their review and comment, as per the appropriate RPT Guidelines and Evaluations Criteria and Procedures.

1. Overall Expectations

Provide a summary of expectations of the discipline in general and, within them, the Academic Unit, as reflected in College / School and Department Standards and Guidelines in the areas of: 1) teaching / mentoring / advising or, as appropriate, librarians' educational mission / extension faculty's educational accomplishments; 2) scholarship / research / creative activities; and / or 3) service, as pertains to the faculty track of the candidate (tenure / non-tenure). Indicate the Full-time / Part-time nature (percent effort) of the candidate and the breakdown of effort in each of the three areas (e.g., 40:40:20, 20:60:20, 60:20:20). Include a summary of written expectations at the time of initial appointment and as discussed at subsequent annual reviews (≤ 750 words).

**TO BE COMPLETED BY THE FACULTY MEMBER
ASSIGNED UVM RESPONSIBILITIES**

Candidate's Summary of Accomplishments

Summarize accomplishments in each area as well as any other accomplishments deemed important to assessing academic performance. The focus is on accomplishments not evaluation (≤ 500 words).

**Letter of Intent
&
Quality Sections in each Domain**

2. TEACHING / LIBRARIANS' EDUCATIONAL MISSION / EXTENSION EDUCATIONAL ACCOMPLISHMENTS

Describe any accomplishments included in the approved RPT Guidelines and Evaluative Criteria and Procedures of the Academic Unit. Teaching must be evaluated regularly and the full results of those evaluations presented systematically for consideration in all reappointment, promotion and tenure decisions in cases where teaching is an assigned responsibility. It is the responsibility of the Chair / Director to oversee the objective assembly of all pertinent, candidate-approved supportive materials; and to provide a summary of the results of all student evaluations of teaching. Contact College / School for examples of summary formats.

a. Summary Statement of Responsibilities (≤ 1000 words)

**Direct Teaching Domain:
Quantity; Narrative/Description**

b. Courses

Outline as a table or chart by semester / appropriate academic term: courses taught and their curricular purpose, credit hours, course responsibilities, faculty time commitment, size and type of classes. For team-taught courses, specify division of responsibilities and class commitments.

Teaching Record Table

c. Mentoring

Provide a summary statement of responsibilities related to student mentoring (e.g., undergraduate research, undergraduate and graduate thesis advising and committees, postdoctoral students, interns / residents, visiting fellows / Scientists, High School students and / or educators). Include, as appropriate, student name, degree earned, discipline, time period of supervision (≤ 500 words).

Mentoring/Academic Advising Domain: Mentoring/Academic Advising Table & Quantity; Narrative/Description

d. Curriculum / Course Development

Describe contributions to Curricular / Course Development and their use at UVM and elsewhere, such as the development of new techniques of instruction and instructional materials, contributions to textbooks / manuals and other like course materials (≤ 500 words).

Curriculum/Course Development Domain: Quantity; Narrative/Description

e. Other Measures of Performance (≤ 250 words)

Describe any accomplishments that are not included above.

Education/Leadership and Service Domain: Education Administration and Service Record/Table & Quantity; Narrative/Description

f. Teaching Honors and Awards

Provide a list and describe the nature and importance of honors and awards received.

Direct Teaching Domain: Quality; Narrative/Description

g. Additional Accomplishments

Describe any other contributions related to the teaching responsibilities, not included above, that should be considered (≤ 500 words).

Direct Teaching Domain: Quality; Narrative/Description

(e.g. Invited Teaching/CME Presentations, Book Chapters etc.)

3. ACADEMIC ADVISING

Academic Advising must be evaluated regularly and the full results of those evaluations presented for consideration in all reappointment, promotion and tenure decisions when Advising is an assigned responsibility. It is the responsibility of the Chair to organize a succinct summary of accomplishments.

a. Summary Statement of Responsibilities

Provide a summary statement of Advising responsibilities related to general student guidance (e.g., career plans, course planning). Include numbers of students but not a detailed list (≤ 250 words).

Mentoring/Academic Advising Domain: Mentoring/Academic Advising Table & Quantity; Narrative/Description

b. Additional Accomplishments

Describe any other accomplishments that relate to the approved faculty RPT Guidelines for the Academic Unit that are not covered above (≤ 250 words).

Mentoring/Academic Advising Domain: Quality; Narrative/Description & Engagement; Narrative/Description

4. SCHOLARSHIP / RESEARCH / CREATIVE ACTIVITIES

The purpose of this section is to describe the record of scholarship, such as published research, recognized artistic works, engineering designs and other creative contributions in the formats expected of the discipline.

Performance in Scholarship / Research / Creative Activities must be evaluated regularly and a full analysis presented for consideration in all reappointment, promotion and tenure decisions.

a. Summary Statement

Provide an introductory statement of interests in the area of scholarship / research / creative work (≤ 500 words).

Education Research/ Creative Scholarship Domain:

b. Contributions

Though the focus of the current Green Sheet review is the accomplishments made since appointment or last review, the successful case must also be built upon evidence of sustained excellent performance. For the categories listed below, as appropriate for the discipline, describe in chronologic order, numbered beginning with the most recent, all significant contributions, including full pagination. When appropriate, indicate contributions since last Green Sheet review under a heading(s) so-labeled. Include for Each Category as appropriate: Published; Accepted and In Press; Under Review; Submitted but Under Revision; Submitted but not Accepted. In the case of multi-authored, original contributions, provide a brief description (1-2 sentences) of the role / contribution of the candidate. In the case of books, describe purpose / content and distribution / extent of use. Other contributions appropriate to the discipline also should be described.

i. Peer Reviewed Contributions

List all works reviewed prior to publication by peers / editorial boards in the field, such as journal articles in refereed journals, juried presentations, books, etc. Indicate up to five of the most important contributions with a double asterisk and briefly explain why these choices have been made. Include a description of the stature of journals and other scholarly venues and how this is known (e.g., impact factors, percentage of submitted work that is accepted, together with an explanation of the interpretation of these measures).

If related to Education/Teaching; Direct Teaching Domain or Education Research/Scholarship Domain

ii. Non-Peer-Reviewed (e.g., books, book reviews, brief reports, other contributions deemed appropriate)

If related to Education/Teaching; Direct Teaching Domain or Education Research/Scholarship Domain

iii. Grants / Contracts

Provide agency, award period, amount, role, and a 1-2 sentence description. Indicate those that are peer-reviewed with an asterisk, also describing the peer review process. For each category list: Previous, Current, Pending, Submitted. Include priority score when appropriate and available.

1. Scholarship

If related to Education/Teaching; Direct Teaching

Domain or Education Research/Scholarship Domain

2. Education / Training Grants

If related to Education/Teaching; Direct Teaching Domain or Education Research/Scholarship Domain

3. Service (e.g., Contracts, Trials)

If related to Education/Teaching; Leadership and Service/Administration Domain

4. Teaching / Advising / Mentoring

c. Creative Scholarship in Teaching / Education

Describe any contributions to Curricular / Course Development, such as the development of new techniques of instruction and instructional materials, explaining why these should be construed as creative scholarship (≤ 250 words).

Related to section 2D;

Curriculum/Course Development Domain: Quantity & Engagement; Narrative/Description

d. Other Measures of Performance Related to Scholarship / Research / Creative Activities

Describe any accomplishments that are included in the appropriate standards but are not included above (≤ 250 words).

If related to Education/Teaching

e. Honors and Awards: Research / Scholarship / Creative Activities

Provide a list and describe the nature and importance of honors and awards received.

If related to Education/Teaching

f. Additional Accomplishments

Describe any other academic contributions related to academic appointment and related to Scholarship / Research / Creative activities that should be considered and that are not included above (≤ 500 words).

5. SERVICE

- a. Provide a concise summary of service responsibilities (≤ 500 words).

Leadership and Service/Administration Domain: Quantity; Narrative/Description

- b. Provide in chronological order for each activity: assignment, dates, specific roles / responsibilities.

i. **University**

Describe Committee appointments, administrative positions, work groups, etc., in the following order: Department, College, University. Indicate time commitment and administrative responsibilities, such as Chair.

Education Administration and Service Record Table

ii. **Professional Discipline-Related**

Describe under the topics: Professional societies; Editorial Boards; Reviews for journals, Grant review; Clinical Service, State, National, alumni/ae surveys, Other. For all cases, indicate time commitment and administrative responsibilities.

Education Administration and Service Record Table

iii. **Union**

N/A

iv. **Community**

List committee appointments, administrative positions, work groups related to the academic appointment / discipline. Indicate administrative responsibilities such as Chair.

Education Administration and Service Record Table