CHECKLIST
REQUIRED REVIEW MATERIALS
The University of Texas at San Antonio

☐ 1. Professional curriculum vitae (must be current, containing the following information)
- ☐ Contact information
- ☐ Educational background
- ☐ Professional employment history
- ☐ Awards and honors
- ☐ Research/scholarly/creative activities summary, including all scholarly products with date, title, venue, and size parameters
- ☐ Evidence of Impact (Percent contribution if multiple authors, Impact Factor of Journal, No. of citations, Book reviews, Press coverage)
- ☐ Scholarly presentations, including separate listings for invited, refereed, and non-refereed contributions
- ☐ Granting activities
- ☐ Percent contribution if multiple PIs
- ☐ Intellectual property, including patents, copyrighted materials, commercialized products, *etc.*
- ☐ Teaching activities:
  - ☐ list of formal courses taught
  - ☐ list of students mentored, including theses or dissertations directed
  - ☐ service on graduate committees and/or student advising activities
- ☐ Service activities:
  - ☐ list of committee assignments, including level (e.g. department, college, etc.)
  - ☐ assigned administrative activities
  - ☐ professional service activities

☐ 2. Summary statement of professional accomplishments by applicant during evaluation period, including separate sections for teaching, research, and service.

☐ 3. Summary of student course evaluation surveys
- ☐ Listing of courses taught
- ☐ Course teaching evaluation summaries

☐ 4. Peer Observation
- ☐ Peer Observer's Report
- ☐ Faculty Member's Report

☐ 5. Annual evaluations during evaluation period
- ☐ Copies of annual reports filed by faculty member
- ☐ Annual written evaluations of faculty member

☐ 6. Optional supplementary materials (see checklist below— materials need not be appended)

☐ 7. Evaluations and analyses
    ☐ Evaluation and recommendation from the departmental CPER Committee
    ☐ Evaluation and recommendation from the Department Chair
    ☐ Evaluation and recommendation from the Dean of the College
    ☐ Evaluation and recommendation from the college-level CPER Committee (if needed)

CHECKLIST
OPTIONAL SUPPLEMENTARY MATERIALS
The University of Texas at San Antonio

The following are examples of optional supplementary material which an applicant may choose to provide to document activities and accomplishments in the three categories of performance. The list is not meant to exclude other possibilities.

☐ Book reviews, software reviews, editorials, or letters to the editor

☐ Copies of submitted papers or pending grants

☐ List and/or copies of technical reports

☐ Reviews of arts works, designs or performances

☐ Documentation of non-traditional scholarly work that is discipline related

☐ Peer citation of publications

☐ Acceptance percentages for conference proceedings

☐ Reviews of applicant's publications or grant proposals

☐ Self-development activities, such as a faculty development leave or grant that lead to increased research or teaching effectiveness

☐ Invited lectures at other colleges, universities, or institutes

☐ Book reviews for journals and other professional publications

☐ Student's written comments (non-selective) on course-instructor survey evaluations.

☐ Unsolicited letters of testimonial from students, graduates, or alumni

☐ Publications of instructional materials such as readings, laboratory manuals, supplements, or solution manuals

☐ Adoption lists for instructional materials developed by the applicant

☐ Reviews of instructional materials developed by the applicant

☐ List of graduates and undergraduates supervised in research including independent studies, directed research, and laboratory research assistantships

☐ List of students mentored in formal mentorship programs

- ☐ List of thesis, dissertation, examination, or presentation committees on which the applicant has served
- ☐ Student projects completed under applicant's supervision
- ☐ Student presentations or publications done under the applicant's supervision
- ☐ Documentation of work done in the coordination of multi-section courses or in the supervision of teaching assistants
- ☐ Sponsorship of extracurricular programs or activities for students
- ☐ Documentation of world wide web development of research or teaching materials and degree to which these materials are accessed
- ☐ Development of software and documentation of its use and/or acceptance
- ☐ Documentation of registration, orientation, recruitment, or retention activities
- ☐ Grading of placement or other exams (unpaid)
- ☐ Seminars, presentations, or colloquia within the Department
- ☐ Research mentoring for other faculty members
- ☐ Documentation of work with professional organizations/societies in the community
- ☐ Documentation of work on advisory or research councils such as NSF (e.g., proposal review)
- ☐ Session chair, discussant, panel participant or reviewer for professional conferences
- ☐ Public activity in the performing arts
- ☐ Documentation of informal review work on research of colleagues at this or other universities
- ☐ Descriptions of professional development seminars offered by the applicant
- ☐ Speeches to community groups and organizations
- ☐ Documentation of work with civic or social organizations in the community
- ☐ Documentation of consulting activities (unpaid) with local organizations/groups
- ☐ Newspaper and magazine articles, newsletters, booklets, brochures, magazines and other similar publications