

CHECKLIST
REQUIRED REVIEW MATERIALS
The University of Texas at San Antonio

- 1. Professional curriculum vitae (must be current, containing the following information)
 - Name and 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. Statement of professional goals, objectives, and accomplishments, including separate sections for teaching, research, and service.
- 3. Evaluation and analyses (Provided by your Department and College)
 - Evaluation and recommendation from the Third-Year Review DFRAC (TYR-DFRAC)
 - Evaluation and recommendation from the Department Chair
 - OPTIONAL: Letter of constructive advice from external reviewer
 - OPTIONAL: Response from faculty member to chair's and TYR-DFRAC's reports
 - Evaluation and recommendation from the Dean of the College

- 4. Documentation of teaching effectiveness
 - Listing of courses with teaching evaluation summaries (use template)
 - Course teaching portfolios
 - Instructional development activities
 - Instruction grants
 - Teaching awards
 - Students mentored/advised
 - Evidence of Peer Observation
 - Peer Observer's Report
 - Faculty Member's Report

- 5. Documentation of research accomplishments and plans
 - Scholarly products, including publications, projects, artwork, recordings, and any work under review or in preparation
 - Reviews of the applicant's scholarly products
 - Impact of research/scholarly/creative activities (No. of citations, references, honorifics, patents, reviews, etc.)
 - Grant proposals, including any under review or in preparation
 - Intellectual property documentation

- 6. Documentation of service contributions
 - List of committee assignments
 - Professional service activities, including external committee assignments, manuscript and grant proposal review, support to a federal agency or institution, academic society, community agency, or private and not-for-profit industry, journal editorship, etc.
 - Leadership positions, including both those at the university and in professional organizations

OPTIONAL SUPPLEMENTARY MATERIALS
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The following are examples of optional supplementary material which a faculty member 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
- Letters of support from collaborators
- 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