

All:

Starting in the 2025-2026 academic year, the Provost's office is introducing templates to be used for major faculty personnel evaluations. These templates are designed to ensure all levels of review are citing information from the dossier and narrative consistently and accurately.

To that end, you will find several documents in your electronic dossier for you to complete as part of assembling your materials for your review process. These include templates for:

1. Teaching (all faculty)
2. Student Mentorship (as appropriate)
3. Scholarship and Professional Activities (as appropriate)
4. Grant Activity (as appropriate)
5. University Service (all faculty)

These templates will be located in your Narrative or Personal Statement folder in the electronic dossier. There will also be an instructional document that provides information about completing these templates. If you have questions about completing these templates, please do not hesitate to reach out to Associate Provost Shannon Jenkins (sjenkins@umassd.edu).

Best

Instructions for Completing Required Reports for Major Personnel Actions (Probationary, Pre-Tenure, Tenure, Promotion to Associate, Promotion to Full, PMYR)

General Instructions

- For each report submitted, include name, academic unit (department), personnel action (i.e. tenure, promotion to full, etc.), and review period (i.e. 2018-2024) in the header.
- The review period includes all years at UMass Dartmouth since your hire or since your most recent promotion. For example, the review period for promotion to full professor includes all years since your promotion to associate professor review.
- For promotion to full professor and PMYR, only include items that were produced during the review period and were not used in the evaluation for tenure and promotion to associate. For instance, if a publication was listed as forthcoming and counted in the tenure review, it shall not count towards meeting the standards in the current personnel review.

Teaching Effectiveness and Advising Report

- Create an entry for each year of instruction in the review period in the teaching summary document.
 - For probationary, pre-tenure and tenure reviews, list all academic year courses taught since hire at UMassD
 - For promotion to full, list all academic year courses taught during review period
 - For PMYR, list all academic year courses taught during the review period
 - For non-tenure line faculty, list all academic year courses taught since hire or most recent promotion.
- For each course, include in the table the lowest score and the highest score for the core (non-departmental) questions. In the overall instructor rating/mean column, include the average rating for all questions for student ratings prior to AY23-24; for AY23-24 and after, include the score for the overall instructor rating question.
- Provide comparisons whenever possible. For example, you can compare to historic courses averages, unit averages, etc.
- In the space below the table, provide additional information on courses and ratings in the table as needed (e.g., first time taught; first time online, etc). This should be brief and no more than 1-2 sentences as any longer explanation should be in the narrative or in an annual FAR.

Student Mentorship Report

- Faculty who have not supervised students in research/scholarship activities (including but not limited to APEX advising, undergraduate research advising, and graduate student research advising) can complete the advising section in the FAR.
- Faculty who have advised students in research/scholarship activities listed above should complete the student mentorship summary document.

- For student theses or dissertations completed under your supervision as primary advisor, include student name, title of work, department, term completed and level of degree.

Scholarship and Professional Activities Report

- For each type and unit of work, create an entry to describe the work and its impact. For example, four publications should be listed in four separate tables. If a row in a table does not apply, leave the row in the table, and insert N/A.
- Faculty may use the other products for any scholarly activity not covered, such as juried exhibitions for example. Alternatively, faculty may create additional tables for categories for scholarly activities not covered in the current report.
- Faculty may also delete any table that is not appropriate to their situation. For example, if a faculty has not published a book, that table can be deleted.

University Service Report

- Include a row for each service activity at the appropriate level. Add rows to each level as needed.
- In the first column, enter the organization and role. Examples:
 - Chair, College Curriculum Committee
 - Member, Student Faculty Academic Affairs Committee
- In the time commitment column, estimate frequency and length of meetings and/or time commitment. Examples:
 - Weekly for one hour
 - Monthly for one hour
 - Five times during the year for a half hour
- In the final column, describe the impact and/or outcomes associated with your participation in this service activity.

Record of Teaching

Name: _____
Academic Unit: _____
Personnel Action: _____
Review Period: _____

Academic Year and Semester: _____

Course Number	Course Name	Enrollment	Number of Respondents	Low Score	High Score	Overall Instructor Rating/Mean	Comparative Data

Additional Information:

Record of Student Research Advising/Mentorship

Name: _____
 Academic Unit: _____
 Personnel Action: _____
 Review Period: _____

Student research advisees: list the total number of students advised in each category in this table; create one row for each year of the review period.

Year	Undergraduate	Masters Directly Supervised	PhD Directly Supervised	Masters Committees Other Than Chair or Directly Supervised	PhD Committees Other Than Chair or Directly Supervised

Theses and dissertations completed under your supervision as primary advisor:

Name	Title of Work	Department	Term Completed	Degree

Students Supported on External Grants and Contracts (give names and semesters)

Undergraduates	
Name	Semester
Graduate Students	
Name	Semester

Record of Student Research Advising/Mentorship

Name: _____
 Academic Unit: _____
 Personnel Action: _____
 Review Period: _____

Postdoctoral Fellows: *If applicable*, list the names and graduate institutions of postdoctoral fellows and visiting scholars whom you have mentored (give dates) or are currently mentoring.

Name	Institution	Dates

Other supervision activities: As co-advisors or committee members on projects and/or theses

Undergraduates	
Name	Semester
Graduate Students	
Name	Semester

Record of Scholarship and Professional Activities

Name: _____
 Academic Unit: _____
 Personnel Action: _____
 Review Period: _____

Books

Citation: include full citation here

Contribution	Indicate description of contribution to multi-authored books
Publisher Information	Include information about publisher quality
Evidence of Impact	Include evidence about the impact of this work, such as any reviews that have been published along with a count of citations.
Student Co-Authors	Identify any student co-authors, including their status (graduate or undergraduate)
Additional Information	Use this space to provide any information that will help in evaluating the quality or impact of this publication

Peer Reviewed Journal Articles

Citation: include full citation here

Contribution	Indicate description of contribution to multi-authored journal article
Journal Information	Include information about quality
Evidence of Impact	Include information about any reviews that have been published along with count of citations
Student Co-Authors	Identify any student co-authors, including their status (graduate or undergraduate)
Additional Information	Use this space to provide any information that will help in evaluating the quality or impact of this publication

Peer Reviewed Book Chapters

Citation: include full citation here

Contribution	Indicate description of contribution to multi-authored book chapter
Publisher Information	Include information about publisher quality
Information about Peer Review	Provide information about the peer review process
Evidence of Impact	Include evidence about the impact of this work, such as any reviews that have been published along with a count of citations.
Student Co-Authors	Identify any student co-authors, including their status (graduate or undergraduate)

Record of Scholarship and Professional Activities

Name: _____
 Academic Unit: _____
 Personnel Action: _____
 Review Period: _____

Additional Information	Use this space to provide any information that will help in evaluating the quality or impact of this publication
------------------------	--

Peer Reviewed Conference Papers

Citation: include full citation here

Contribution	Indicate description of contribution to multi-authored book chapter
Publisher Information	Include information about publisher quality
Information about Peer Review	Provide information about the peer review process
Evidence of Impact	Include evidence about the impact of this work, such as any reviews that have been published along with a count of citations.
Student Co-Authors	Identify any student co-authors, including their status (graduate or undergraduate)
Additional Information	Use this space to provide any information that will help in evaluating the quality or impact of this publication

Non-Peer Reviewed Journal Articles or Book Chapters

Citation: include full citation here

Contribution	Indicate description of contribution to multi-authored journal article or book chapter
Publisher Information	Include information about publisher quality
Information about Review	Provide information about the review process
Evidence of Impact	Include evidence about the impact of this work, such as any reviews that have been published along with a count of citations.
Student Co-Authors	Identify any student co-authors, including their status (graduate or undergraduate)
Additional Information	Use this space to provide any information that will help in evaluating the quality or impact of this publication

Record of Scholarship and Professional Activities

Name: _____
Academic Unit: _____
Personnel Action: _____
Review Period: _____

Other Products

Citation: include full citation here

Contribution	Indicate description of contribution to multi-authored works
Publisher Information	Include information about publisher quality
Information about Review	Provide information about the review process
Evidence of Impact	Include evidence about the impact of this work, such as any reviews that have been published along with a count of citations.
Student Co-Authors	Identify any student co-authors, including their status (graduate or undergraduate)
Additional Information	Use this space to provide any information that will help in evaluating the quality or impact of this publication

Record of University Service

Name: _____
Academic Unit: _____
Personnel Action: _____
Review Period: _____

Service at the Department level

Role	Semester/Year	Time Commitment	Impact/Outcomes

Service at the College Level

Role	Semester/Year	Time Commitment	Impact/Outcomes

Service at the University Level

Role	Semester/Year	Time Commitment	Impact/Outcomes

Record of Grant Activity

Name: _____
 Academic Unit: _____
 Personnel Action: _____
 Review Period: _____

Funded Grants

Project Grant Title

Award Number	
Sponsor/Agency Name	
PIs Name(s) and Affiliation	
Co-PIs Name(s) and Affiliation	
Award Amount (\$)	
Amount Attributed to You (%)	

Unfunded Grant Proposals

Project Grant Title

Award Number	
Sponsor/Agency Name	
PIs Name(s) and Affiliation	
Co-PIs Name(s) and Affiliation	
Award Amount Requested (\$)	
Amount Requested for You (%)	