

Professorial Rank & Status Review Portfolio

Name

Department/Unit

College/Area

CFS and/or Rank Advancement Review

Professorial Rank & Status Review Portfolio

1. Nomination Form

Name

BYU ID

Department/Unit

College/Area

Current Rank

CFS Review

Rank Advancement

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2. Signed Waiver Statement



APPENDIX B: WAIVER STATEMENT

Date

To Prospective Reviewers:

As part of the review process for continuing faculty status candidacy, continuing faculty status, or rank advancement, I recognize that letters of evaluation may be requested from students, faculty, supervisors, or external peers. This signed document is a standard inclusion in all BYU candidate portfolios and provides notice regarding my choice whether to waive my right to see those letters.

I waive the right to know the identity of evaluators/reviewers noted above and to see their letters of evaluation requested in the review process.

Signed by Faculty Member

I do not waive the right to know the identity of evaluators/reviewers noted above and to see their letters of evaluation requested in the review process.

Signed by Faculty Member

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3. Curriculum Vitae (CV)

Use colored text or some other method to distinguish work performed since entering the CFS track at BYU or, if applying for advancement to full professor, since the last rank advancement.

4. Teaching

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If you choose to include a teaching narrative, consider topics such as student mentoring through teaching that has extended beyond the confines of the traditional classroom, steps taken to evaluate and improve teaching and any evidence of the success of those efforts, any teaching-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other teaching-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise—a philosophical statement regarding your approach to teaching should not be included.

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BYU Graduate and/or Honors Students Supervised

If not in your CV, include a list of BYU graduate students and honors students supervised. Indicate whether you were the committee chair or a committee member, the years each student attended, and thesis and dissertation titles. A table generated by Faculty Profile may be used.

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[Link to the Teaching Portfolio](#)

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Peer Reviews of Teaching

Added by department.

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Student Ratings Summary Report (including student comments)

Department adds the Student Ratings Summary Report, including both table and student comments portions. For initial and final CFS reviews, include all courses taught since entering the CFS track. For advancement to full professor, include all courses taught in at least the last five years. For initial (third year) portfolios being submitted in winter semester, ensure that the report includes the previous fall semester.

5. Scholarship

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If you choose to include a scholarship narrative, consider topics such as mentoring of students through their involvement in your scholarship and how students have benefited from those efforts, awards or other recognitions your work has received, any scholarship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS), or any other scholarship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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List of Scholarly Products

If scholarly products cannot be annotated as outlined below in your CV, include a list of all scholarship/creative works produced since being hired at BYU or, if applying for advancement to full professor, since the last rank advancement. With each entry, provide the following:

- *Discipline-appropriate evidence of the quality and impact of the work and the publication or performance venues*
- *An indication of coauthors who are BYU undergraduate or graduate students*
- *Electronic links to each work if available.*

Add additional notes as needed to help reviewers understand disciplinary protocols including nomenclature (e.g., whether “forthcoming” means accepted), authorship attributions (e.g., whether first or last author signifies lead authorship), and whether “accepted” for books signifies that a publication is imminent or only under contract.

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Grant Funding (Optional)

If not in your CV, and if grant funding is the norm within your discipline, include a list of funded grants for research or creative works. Include project title; your role on the project (principal investigator, co-principal investigator, sub-contractor, etc.); funding source (external vs. internal, as well as sponsor name); project dates; and total dollar amounts. If unfunded grant applications are valued by your college, include a second list of unfunded grant proposals.

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Three Best Examples of Scholarship

Include your three best examples of scholarship. Introduce this section with a brief explanation of why each one was selected. Make available in the department office or (preferably) by electronic link in the CV copies of all other written scholarship and evidence of all other creative work produced since hiring or since the last rank advancement.

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External Reviews of Scholarship

Department may add if needed for CFS and rank advancement reviews (optional).

- *At least three external review letters of scholarship*
- *A statement describing how the external reviewers were selected, their standing in the field, and any relationships they may have with the faculty member*
- *A CV or biographical sketch for each external reviewer (may be abbreviated)*
- *A copy of the letter of invitation that was sent to reviewers*

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External Reviewer Letters & CVs

When adding reviewer letters and CVs, the department must add bookmarks to each item, nested under this heading.

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Reviewer Selection Process

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Reviewer Invitation Letter

6. Citizenship

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Brief Narrative (Optional)

A narrative must be included in at least one section to articulate how you have responded to the mentoring expectation. The narrative may also draw reviewers' attention to aspects of your record that are particularly noteworthy or that require additional context or may address weaknesses and your efforts to remedy them. The combined length of all the narratives should be no more than eight pages, and shorter if possible.

If you choose to include a citizenship narrative, consider topics such as student mentoring that is an extension of your citizenship efforts; important but informal citizenship contributions that are not reflected in your lists of formal BYU and professional citizenship assignments; any citizenship-related concerns that were raised in the initial (third-year) review and how they have been addressed (if applying for CFS); or any other citizenship-related information that is crucial to the review of your case and is not covered elsewhere. Please be concise.

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University Citizenship Assignments

If not in your CV, include a list of all BYU citizenship assignments at the department, college, and university level since hiring (for initial and final CFS reviews) or since the last rank advancement (for advancement to full professor reviews). A table generated by Faculty Profile may be used.

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External Citizenship

If not in your CV, include a list of all external citizenship contributions in the profession since hiring (for initial and final CFS reviews) or since the last rank advancement (for advancement to full professor reviews). A table generated by Faculty Profile may be used.

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Citizenship Review Letters (Optional)

Department may add confidential review letters of citizenship from those who have closely observed these activities. If such letters are to be included, the signed waiver statement must be sent to letter writers and included in the portfolio.

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7. Reviewer Reports

Added by the Department and College

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Reviewer Reports Summary

Department Committee Vote

	For	Against	Abstained
CFS			
Advancement			

College Committee Vote

	For	Against	Abstained
CFS			
Advancement			

Department Faculty Vote

	For	Against	Abstained
CFS			
Advancement			

Department Chair Recommendation

CFS	
Advancement	

Dean Recommendation

CFS	
Advancement	

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Associate Academic Vice President's Letter from Initial (Third-Year) Review

Final CFS review only

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Department Review Committee's Report

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Summary of Department Faculty Deliberations & Department Vote Count

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Department Chair/Unit Head's Report

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College/Area Review Committee's Report

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Dean/Area Head's Report
