

## Faculty Range Adjustment Requirements 2021-2022

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In addition to teaching excellence, indicate area/areas in which candidate chooses to be judged as "exceeding criteria," demonstrating excellence (e.g. scholarship, service, both scholarship and service).

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### Required items as indicated in the online process:

1. **Summary Statement** indicating the candidate's accomplishments related to the specifically applicable merit-based criteria and supporting materials.
2. **Current Curriculum Vita** which must include name, department, rank, rank date, faculty appointment date, higher education background--degree, year received, granting institution, including date on which terminal degree equivalency was established, if applicable; and academic and professional experience including publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments with dates of service indicated.
3. **Peer Observations**--Two Faculty Observations within the fall 2021 semester or the most recent semester available, excluding the spring and fall 2020 semesters. Peer observations do not need to be from the same semester.
4. **Student Opinionnaires** --Evidence of teaching competence must include two student evaluations within the fall 2019 semester or the most recent semester available; spring and fall 2020 student opinionnaires are excluded. Student opinionnaires do not need to be from the same semester. Student numerical or letter evaluations (Accomplishes Well to Needs Improvement) can be utilized.
5. **Department Chair Certification**--The Department Chair must certify the applicants who submitted the required materials via the online process to the DFRAC by the deadline date appearing in the Range Adjustment Calendar.
6. **Department Range Adjustment Committee (DFRAC) Recommendation**-- Each member of the department committee must acknowledge participation in the portfolio review process before transmittal to the University Range Adjustment Committee. Acknowledgement does not constitute the committee member's approval of the recommendation.
7. **Committee Chair**--submits DFRAC recommendation to move forward in the process.