

Faculty Range Adjustment Requirements 2022-2023

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).

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 Peer Observations within the current semester of application or the three most recent semesters prior to application. Peer observations do not need to be from the same semester.
4. **Student Opinionnaires** --Evidence of teaching competence must include every class in any of the three semesters prior to application.
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.