**GREEN SHEET FORM**

**(Reappointment, Promotion, Tenure)**

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| **PROPOSED ACTION:** | | | | |
| Name (pronoun): |  | | Date: |  |
| Current Rank: |  | | Date attained: |  |
| College/School/Division: |  | | Department: |  |
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| Proposed Action: | | | | |
| 2nd Reappointment |  | | Represented   Full Time | |
| Promotion and Tenure |  | | Non-Represented   Part Time | |
| Tenure Only |  | |  | |
| Promotion Only \* |  | | Currently Tenured: yes   no | |
| **\* Note:** “Promotion Only” actions for Non-Tenure Track faculty outside of the College of Medicine must be submitted on this Green Sheet Form plus the Supplement for Non-Tenure Track Reappointment Action form that is downloadable at this link: <https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt> | | | | |
| Effective date of proposed action: | |  | | |

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| **TO BE COMPLETED BY THE CHAIR/DIRECTOR  EXPECTATIONS OF THE CANDIDATE** | | |
| **In Schools without Chairs or Directors, review shall be carried out by the Dean.**  It is the responsibility of the Chair/Director to oversee the objective assembly of all pertinent, candidate-approved supportive materials such as teaching evaluations, and to ensure the inclusion of peer review documents (teaching, outside evaluators, secondary appointment reviews, etc.).  The entire dossier, EXCLUDING evaluative comments by the Chair/Director, is to be made available to Department faculty for their review and comment, as per the appropriate RPT Guidelines and Evaluations Criteria and Procedures. | | |
| **1. OVERALL EXPECTATIONS** | | |
| Provide a summary of expectations of the discipline in general and, within them, the Academic Unit, as reflected in College/School and Department Standards and Guidelines in the areas of:1) teaching/mentoring/advising or, as appropriate, librarians’ educational mission/extension faculty’s educational accomplishments; 2) scholarship/research/creative activities; and/or 3) service, as pertains to the faculty track of the candidate (tenure/non-tenure). Indicate the Full-time / Part-time nature (percent effort) of the candidate and the breakdown of effort in each of the three areas (e.g., 40:40:20, 20:60:20, 60:20:20). Include a summary of written expectations at the time of initial appointment and as discussed at subsequent annual reviews (≤ 750 words). | | |
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| **TO BE COMPLETED BY THE FACULTY MEMBER ASSIGNED UVM RESPONSIBILITIES** | | |
| **Candidate’s Summary of Accomplishments**  Summarize accomplishments in each area as well as any other accomplishments deemed important to assessing academic performance. In accordance with Article 14.5.e of the CBA, provide evidence of consideration of and/or incorporation of diversity and inclusiveness in the classroom, advising, and/or mentoring. The focus is on accomplishments not evaluation (≤ 500 words). | | |
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| **2. Teaching/Librarians’ educational mission/extension educational Accomplishments** | | |
| Describe any accomplishments included in the approved RPT Guidelines and Evaluative Criteria and Procedures of the Academic Unit. Teaching must be evaluated regularly and the full results of those evaluations presented systematically for consideration in all reappointment, promotion and tenure decisions in cases where teaching is an assigned responsibility. It is the responsibility of the Chair/Director to oversee the objective assembly of all pertinent, candidate-approved supportive materials; and to provide a summary of the results of all student evaluations of teaching. Contact College / School for examples of summary formats. | | |
| * 1. **Summary Statement of Responsibilities (≤** **1000 words)** | | |
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| * 1. **Courses**   Outline as a table or chart by semester / appropriate academic term: courses taught and their curricular purpose, credit hours, course responsibilities, faculty time commitment, size and type of classes. For team-taught courses, specify division of responsibilities and class commitments. | | |
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| * 1. **Mentoring**   Provide a summary statement of responsibilities related to student mentoring (e.g., undergraduate research, undergraduate and graduate thesis advising and committees, postdoctoral students, interns/residents, visiting fellows/Scientists, High School students and/or educators) and, if applicable, evidence of consideration of and/or incorporation of diversity and inclusiveness in mentoring. Include, as appropriate, student name, degree earned, discipline, time period of supervision (≤ 500 words). | | |
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| * 1. **Curriculum/Course Development**   Describe contributions to Curricular/Course Development and their use at UVM and elsewhere, such as the development of new techniques of instruction and instructional materials, contributions to textbooks/manuals and other like course materials. Provide evidence of consideration of and/or incorporation of diversity and inclusiveness in the classroom if applicable. (≤ 500 words). | | |
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| * 1. **Other Measures of Performance (≤ 250 words)**   Describe any accomplishments that are not included above. | | |
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| * 1. **Teaching Honors and Awards**   Provide a list and describe the nature and importance of honors and awards received. | | |
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| * 1. **Additional Accomplishments**   Describe any other contributions related to the teaching responsibilities, not included above, that should be considered (≤ 500 words). | | |
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| **3. Academic Advising** | | |
| Academic Advising must be evaluated regularly, and the full results of those evaluations presented for consideration in all reappointment, promotion and tenure decisions when Advising is an assigned responsibility. It is the responsibility of the Chair to organize a succinct summary of accomplishments. | | |
| **a. Summary Statement of Responsibilities**  Provide a summary statement of Advising responsibilities related to general student guidance (e.g., career plans, course planning). If applicable provide evidence of consideration of and/or incorporation of diversity and inclusiveness in advising, which may include serving as an advisor to student clubs or organizations that promote diversity and inclusion on campus. Include numbers of students but not a detailed list (≤ 250 words) | | |
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| **b. Additional Accomplishments**  Describe any other accomplishments that relate to the approved faculty RPT Guidelines for the Academic Unit that are not covered above (≤ 250 words). | | |
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| **4. scholarship/research/creative activities** |
| The purpose of this section is to describe the record of scholarship, such as published research, recognized artistic works, engineering designs and other creative contributions in the formats expected of the discipline.  Performance in Scholarship/Research/Creative Activities must be evaluated regularly, and a full analysis presented for consideration in all reappointment, promotion and tenure decisions. |
| 1. **Summary Statement**   Provide an introductory statement of interests in the area of scholarship/research/ creative work (≤ 500 words). |
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| 1. **Contributions**   Though the focus of the current Green Sheet review is the accomplishments made since appointment or last review, the successful case must also be built upon evidence of sustained excellent performance. For the categories listed below, as appropriate for the discipline, describe in chronologic order, numbered beginning with the most recent, all significant contributions, including full pagination. When appropriate, indicate contributions since last Green Sheet review under a heading(s) so-labeled. Include for Each Category as appropriate: Published; Accepted and In Press; Under Review; Submitted but Under Revision; Submitted but not Accepted. In the case of multi-authored, original contributions, provide a brief description (1-2 sentences) of the role/contribution of the candidate. In the case of books, describe purpose/content and distribution/extent of use. Other contributions appropriate to the discipline also should be described. |
| **i. Peer Reviewed Contributions**  List all works reviewed prior to publication by peers/editorial boards in the field, such as journal articles in refereed journals, juried presentations, books, etc. Indicate up to five of the most important contributions with a double asterisk and briefly explain why these choices have been made. Include a description of the stature of journals and other scholarly venues and how this is known (e.g., percentage of submitted work that is accepted, together with an explanation of the interpretation of these measures). |
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| **ii. Non-Peer-Reviewed (e.g., books, book reviews, brief reports, other contributions deemed appropriate)** |
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| **iii. Grants/Contracts**  Provide agency, award period, amount, role, and a 2-3 sentence description of the project. Indicate those that are peer-reviewed with an asterisk, also describing the peer review process. For each category list: Previous, Current, Pending, Submitted. Include priority score when appropriate and available. |
| **1. Scholarship** |
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| **2. Education/Training Grants** |
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| **3. Service (e.g., Contracts, Trials)** |
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| **4. Teaching / Advising / Mentoring** |
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| 1. **Creative Scholarship in Teaching/Education**   Describe any contributions to Curricular/Course Development, such as the development of new techniques of instruction and instructional materials, explaining why these should be construed as creative scholarship (≤ 250 words). |
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| 1. **Other Measures of Performance Related to Scholarship/Research/Creative Activities**   Describe any accomplishments that are included in the appropriate standards but are not included above (≤ 250 words). |
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| 1. **Honors and Awards: Research/Scholarship/Creative Activities**   Provide a list and describe the nature and importance of honors and awards received. |
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| 1. **Additional Accomplishments**   Describe any other academic contributions related to academic appointment and related to Scholarship/Research/Creative activities that should be considered and that are not included above (≤ 500 words). |
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| **5. service** | |
| 1. **Provide a concise summary of service responsibilities (≤ 500 words).** | |
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| 1. **Provide in chronological order for each activity: assignment, dates, specific roles/responsibilities.** | |
| **i. University**  Describe Committee appointments, administrative positions, work groups, etc., in the following order: Department, College, University. If applicable, include a description of how the efforts support diversity and inclusion. Indicate time commitment and administrative responsibilities, such as Chair. | |
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| **ii. Professional Discipline-Related**  Describe under the topics: Professional societies; Editorial Boards; Reviews for journals, Grant review; Clinical Service, State, National, alumni/ae surveys, Other. If applicable, include involvement in local, state, or national organizations that promote diversity and inclusivity in society, and the like. For all cases, indicate time commitment and administrative responsibilities. | |
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| **iii. Union** | |
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| **iv. Community**  List committee appointments, administrative positions, work groups related to the academic appointment/discipline. Indicate administrative responsibilities such as Chair. | |
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| **v. Other measures of performance as described in the faculty RPT Guidelines for the Academic Unit related to service that are not covered above.**  Describe accomplishments that pertain to specific expectations outlined in the Guidelines. | |
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| **vi. Honors and Awards**  Provide a list and describe the nature and importance of honors and awards received. | |
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| **vii. Additional Accomplishments**  Describe any other contributions related to academic appointment, not included above, that should be considered (e.g., Technology Transfer, Private sector, NGOs or non-profit organizations) (≤ 500 words). | |
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| **TO BE COMPLETED BY THE CHAIR/DIRECTOR** | |
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| **6. SECONDARY APPOINTMENTS** | |
| The Chair shall solicit performance assessment input from the Chair of any Department, Center or other Academic Unit in which the faculty member holds a secondary appointment.  Summarize Evaluative Comments received (≤ 500 words). | |
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| **7. ARM’S LENGTH EVALUATION OF SCHOLARSHIP/RESEARCH/CREATIVE ACTIVITY** | |
| In cases where promotion and/or tenure is proposed, the Department must solicit from outside the University arm’s-length evaluation of the quality and significance of the candidate’s creative work when that has been an assigned responsibility. The selection of external referees is the joint responsibility of the candidate and the Department Chair. Such input must come from people whose ability to provide an objective evaluation of the academic performance and reputation of the candidate is not put into question due to a family relationship; by prior associations with the candidate, such as involvement in the candidate’s education; having served together on the faculty at another institution; having been a co-author or co-investigator or collaborator in publications, patents or other scholarly contributions; having financial partnerships or relationships; or being close personal or family friends. In cases where the candidate requests to see these assessments, all information identifying the individual source must be redacted.  **a. Describe the method used to select outside reviewers (≤ 500 words).** Create a pdf of letters used to request external evaluation and the materials provided to include CV, pertinent standards and guidelines, expectations of the candidate, other demonstrations of creativity, all to be posted at the secure Department repository created for this specific Green Sheet review. Reviewers must be explicitly requested to provide information on any association they have or have had with the candidate. Outside reviewers should be requested not to make comparisons with their own institution. |
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| b. Describe in a sentence or two the credentials of each reviewer without revealing identity or institution. Refer to them as reviewer A, B, …, and provide a list with identifying information in confidential supporting documentation. |
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| **DEPARTMENT REVIEW Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| In accordance with applicable provisions found in Part Three of the Faculty Handbook appropriate to the College / School or as according to the Agreement Between the University of Vermont and United Academics (AAUP/AFT), the entire dossier, EXCLUDING evaluative comments by the Chair / Director, is to be made available to Department faculty for their review and comment. The voting eligibility of faculty is in accordance with the Agreement and relevant Academic Unit Guidelines. Department review of non-represented faculty must be in accordance with College / School policy.  Describe the process followed and outcome of Department faculty review of the record and the nature of the advice received. Include an assessment of both positive and negative comments / votes received (≤ 500 words). | | | | | | | | |
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| **Number of Votes:** | **YES:** |  | **NO:** |  | **RECUSED/ABSENT:** |  | **ABSTAIN:** |  |
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| **CHAIR’S EVALUATION** |
| The Chair must provide a narrative evaluation of the candidate’s performance, measured against the appropriate standards and expectations of the candidate. The Chair must also report a faithful summary of any advice received from the faculty regarding the dossier, including the faculty vote, and reason(s) for recusal or abstention. |
| **8. EVALUATION FROM PRIOR GREEN SHEET REVIEW** |
| Provide a concise summary of past Green Sheet evaluative comments and votes, clearly indicating the review level (e.g., second reappointment - tenure track) and source (e.g., College Committee, Dean, Professional Standards, Provost). Include any response by the candidate to those earlier reviews that was made at the time (≤ 250 words). [For the most recent RPT review: attach a copy of the statements from FSC and Dean, and from PSC and Provost if such exist.] |
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| **EVALUATION OF PERFORMANCE** |
| **9. TEACHING/Librarians’ educational mission/extension educational Accomplishments (≤ 1000 words)** |
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| **10. ADVISING (≤ 750 words)** |
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| **11. SCHOLARSHIP / RESEARCH / CREATIVE ACTIVITIES (≤ 750 words)** |
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| **12. SERVICE (≤ 750 words)** |
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| **13. Joint Appointments (≤ 500 words)** |
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| **14. Other Accomplishments (≤ 500 words)** |
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| **15. SUMMARY Statement of performance (≤ 500 words)** |
| The purpose of this summary is to provide a concise summary of the recommendation, one that provides a sense of the supporting evidence. |
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**RECOMMENDS**

**DOES NOT RECOMMEND**

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**Chair (please print) Chair Signature Date**

**I have been informed of the above recommendation:**

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**Faculty Member (please print) Signature of Faculty Member Date**

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| **subsequent review Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **College/School Faculty Standards Committee** | | | | | | | | |
| Provide an evaluative summary of the evidence leading to the recommendation (≤ 500 words). Include evaluative assessment of both positive and negative elements in the record. Include vote where relevant and reason(s) for recusal or abstention. | | | | | | | | |
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| **Number of Votes:** | **YES:** |  | **NO:** |  | **RECUSED/ABSENT:** |  | **ABSTAIN:** |  |
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| **RECOMMENDS**  **DOES NOT RECOMMEND**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of College/School FSC Chair Date**  Statement attached | | | | | | | | |
| **Dean/Director** | | | | | | | | |
| Provide an evaluative summary of the evidence leading to the recommendation (≤ 500 words). Include evaluative assessment of both positive and negative elements in the record. Include vote where relevant. | | | | | | | | |
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| **RECOMMENDS**  **DOES NOT RECOMMEND**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Dean/Director Date**  Statement attached | | | | | | | | |
| **Professional Standards Committee** | | | | | | | | |
| Provide an evaluative summary of the evidence leading to the recommendation (≤ 500 words). Include evaluative assessment of both positive and negative elements in the record. Include vote where relevant and reason(s) for recusal or abstention. | | | | | | | | |
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| **Number of Votes:** | **YES:** |  | **NO:** |  | **RECUSED/ABSENT:** |  | **ABSTAIN:** |  |
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| **RECOMMENDS**  **DOES NOT RECOMMEND**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of PSC Chair Date**  Statement attached | | | | | | | | |
| **Provost** | | | | | | | | |
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| **RECOMMENDS**  **DOES NOT RECOMMEND**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Provost or Designee Date**  Statement attached | | | | | | | | |