STANDARDS OF REVIEW

- Convincing evidence of effectiveness in teaching (if teaching is among the candidate's primary job responsibilities)
- Promise of future professional development and achievement

CANDIDATE RESPONSIBLE FOR

Assembling a portfolio in APWS of accomplishments in their areas of responsibility. This includes:

- A brief personal statement (2 pages)
- A current curriculum vitae
- Evidence of teaching effectiveness (if relevant)
- Any other materials that they believe will be essential to an adequate consideration of the case.

Examples of "other materials" are:

- Evaluations from peers, such as observations of the candidate's teaching and/or letters from colleagues that assess course content and pedagogy, adoption or creation of innovative and high-impact teaching practices, contributions to mentoring/advising of students, etc.
- Letters from students regarding teaching, advising, and/or mentoring effectiveness.
- Curricular materials developed, such as open educational resources, modules for online or FLEX learning, instructional technology, published syllabi, etc.

DEPARTMENT CHAIR/HEAD RESPONSIBLE FOR

- Candidate's job description
- Student evaluations (SRTI and Forward Focus)
- Completed AFRS (including evaluative comments)

**** No letters, internal or external are to be solicited or required unless that candidate requests to include them. ****

EVIDENCE OF TEACHING EFFECTIVES

If teaching is among the candidate's primary job responsibilities, they should submit:

1. A teaching statement describing the candidate’s teaching philosophy, pedagogical approach, any innovative instructional efforts, advising/mentoring activities, and professional growth and development activities. The teaching statement should include a list of all courses taught, plus any independent studies, honors thesis supervision, and graduate student committees served on while at UMass Amherst.
2. Sample syllabi, assignments, and exams.

REVIEW PROCESS

1. The Department Chair reviews the file and forwards their recommendation to the Dean with a copy to the candidate.
2. The Dean then reviews the file and forwards their recommendation to the Provost with a copy to the candidate and all previous levels of review.
3. The Provost reviews the file and informs the candidate and all previous levels of review of their decision. A candidate who is not awarded a continuing appointment shall be given at least one year’s notice of non-reappointment.