

March 24, 2014

Dr. Mark Jarvis, Assistant Professor
Family and Human Studies, Education, and Social Work Department

Regarding: Letter of Progress 2013 - 2014

Dear Mark,

I am pleased to inform you that, in accordance with the terms of Salt Lake Community College's Policies and Procedure Manual, your Sitting Tenure Committee has evaluated your progress toward tenure and has recommended that you receive a *Letter of Progress for the 2013 – 2014 Academic Year*, recognizing one year of satisfactory evaluation by your Associate Dean, Department, students and colleagues. It is my distinct pleasure to concur with the Committee's recommendation.

The processes outlined in Chapter 4, Paragraph 6.3.10 of the Policies and Procedure Manual state:

The Third Meeting: Sitting Committee Recommendation

The committee makes a recommendation, by majority, to the Dean about whether the tenure-track faculty member will receive either a Letter of Progress or a Letter of Concern. If the Sitting Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation letter to the Dean must be clearly identified as a Letter of Progress or a Letter of Concern and must include the rationale for the recommendation.

Based on a review of your classroom practice, student evaluations, professional development, and service to your Department and the College, your Tenure Sitting Committee reports that you have complied with the expectations of your 2013/2014 faculty contract and are making significant educational contributions to the College.

In your first year at the college, your tenure committee found you to be a thoroughly professional colleague and a welcome addition to the department. Your classroom preparation, your subject mastery, your relationship with your students, and your obvious enthusiasm for your areas of expertise impressed them. In particular they noted the following:

- You were a confident presence in your classroom;
- You showed enthusiasm for, and a mastery of, content knowledge;
- You have mastered the use of technology in the classroom and are not afraid to try new approaches.
- You ask probing questions to support critical thinking in your students.
- By presenting both theory and practice, you give students additional opportunities to learn.

Dr. Mark Jarvis
March 24, 2014
Page 2

With regard to service, your committee noted that you have taken over the mentorship of FHS 1500, FHS 2400 and FHS 2450, the three largest courses in the FHS program – impressive in your first year as a tenure track instructor. With regard to professional development, they noted that you attended the Open-Education Conference in Park City; participated in SLCC's Flipped Classroom Symposium; and presented at the National Exchange Club Conference.

By way of recommendations for the future your committee suggests that you continue to gain information about the systems in play at Salt Lake Community College and that you seek ways to serve the College by serving on campus committees.

Congratulations on obtaining a **Letter of Progress for the 2013 – 2014 Academic Year**. I look forward to continuing to work with you during the forthcoming school year.

Sincerely,



Dr. John S. McCormick, Dean
School of Humanities and Social Sciences

Copies: Dr. Chris Picard, Provost
Dale Smith, Associate Dean, Family and Human Studies, Education, and Social Work
Department
Ms. Sandra Kikuchi, Director, Faculty Services
Human Resources Personnel File

March 24, 2015

Dr. Mark Jarvis
Family and Human Studies, Education, and Social Work Department

Regarding: Letter of Progress 2014 - 2015

Dear Mark,

I am pleased to inform you that, in accordance with the terms of Salt Lake Community College's Policies and Procedure Manual, your Sitting Tenure Committee has evaluated your progress toward tenure and has recommended that you receive a **Letter of Progress for the 2014 – 2015 Academic Year**, recognizing one year of satisfactory evaluation by your Associate Dean, Department, students and colleagues. It is my distinct pleasure to concur with the Committee's recommendation.

The procedures outlined in Chapter 4, Paragraph III. C.10.2 of the Policies and Procedure Manual state:

Recommendation of the Department Sitting Committee for Letters of Progress of Concern:

Based on this vote, by majority, the committee recommends to the Dean or Associate Vice President either a Letter of Progress or a Letter of Concern. If the Sitting Tenure Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation to the Dean or Associate Vice President must be clearly for Progress or of Concern and must include the rationale for the recommendation.

Based on a review of your classroom practice, student evaluations, professional development, and service to your Department and the College, your Tenure Sitting Committee reports that you have complied with the expectations of your 2014/2015 faculty contract and are making significant educational contributions to the College.

As a second year faculty member at SLCC, your Sitting Tenure Committee finds your classroom preparation, your relationship with your students and your obvious enthusiasm for the subject matter impressive. In your classroom, they found that you have good classroom management skills; excellent rapport with students; clear content mastery; and incorporate student feedback into your presentations. As noted last year, you have mastered the use of technology in the classroom and are not afraid to try new approaches. As your Committee also noted last year, you promote critical thinking in your classroom, and you do an excellent job of connecting theory and practice as you keep current on the professional literature in your field and incorporate it into your classes.

You have also made important contributions to the department and its programs. After taking over the mentorship of FHS 1500, FHS 2400 and FHS 2450, you evaluated and revised the syllabi, assignments and tests for each course, and your work has brought new life to those courses. You established

Dr. Mark Jarvis
March 23, 2015
Page 2

consistent and professional communications with the adjunct faculty teaching those courses. You presented training sessions for them and created a series of test review videos that you posted on YouTube. Your Committee also noted your attendance at the National Council on Family Relations (NCFR) conference; your close attention to state and national law cases related to human development and marriage; your presentation on child abuse to the National Exchange; your attendance and participation in SLCC's "Flipped Classroom" workshops; and your presentation on "Google Drive" to the School Curriculum Committee;

Your Committee also appreciates your willingness to be a "team player." For example, although Early Childhood Education is not your primary field of expertise, you have regularly attended and participated in department conversations related to the operation of the Eccles Lab School.

By way of recommendation, your Committee repeats its request from last year: that you gain more information about the systems in play at Salt Lake Community College and seek ways to serve the College through membership on college-wide campus committees.

Congratulations on obtaining a *Letter of Progress for the 2014 – 2015 Academic Year*. I look forward to continuing to work with you during the forthcoming school year.

Sincerely,



Dr. John S. McCormick, Dean
School of Humanities and Social Sciences

Copies: Dr. Clifton Sanders, Interim Provost
Dale Smith, Associate Dean, Family and Human Studies, Education, and Social Work
Department
Ms. Sandra Kikuchi, Director, Faculty Services
Human Resources Personnel File

March 29, 2016

Dr. Mark Jarvis
Family and Human Studies, Education, and Social Work Department

Regarding: Letter of Progress 2015 - 2016

Dear Mark,

I am pleased to inform you that, in accordance with the terms of Salt Lake Community College's Policies and Procedure Manual, your Sitting Tenure Committee has evaluated your progress toward tenure and has recommended that you receive a **Letter of Progress for the 2015 – 2016 Academic Year**, recognizing one year of satisfactory evaluation by your Associate Dean, Department, students and colleagues. It is my distinct pleasure to concur with the Committee's recommendation.

The procedures outlined in Chapter 4, Paragraph III. C.10.2 of the Policies and Procedure Manual state:

Recommendation of the Department Sitting Committee for Letters of Progress of Concern:

Based on this vote, by majority, the committee recommends to the Dean or Associate Vice President either a Letter of Progress or a Letter of Concern. If the Sitting Tenure Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation to the Dean or Associate Vice President must be clearly for Progress or of Concern and must include the rationale for the recommendation.

Based on a review of your classroom practice, student evaluations, professional development, and service to your Department and the College, your Tenure Sitting Committee reports that you have complied with the expectations of your 2015/2016 faculty contract and are making significant educational contributions to the College.

Much of what your Sitting Committee had to say about your performance this year will sound familiar to you given previous reviews. This is an indication of your strengths, and speaks to your continued dedication to your students, your colleagues, and to programs that create meaningful experiences for both. Your classroom preparation, your relationship with your students, your disciplinary knowledge, and your enthusiasm for the subject matter impresses your Sitting Committee. With regard to your teaching, they observed the following:

- Your classroom management skills are excellent.
- Your mastery of the course content allow you to engage your students in meaningful class discussions.
- Your students are comfortable in their interaction with you and with the other members of the class.
- As noted for the past two years, you have mastered the use of technology in the classroom and are not afraid to try new approaches.
- You support critical thinking in our students by asking them the "hard questions".
- You do an excellent job of connecting theory and practice.
- As one committee member noted, "Mark's classrooms are highly organized and clearly meet course learning outcomes."

Your committee last year commended you for taking over the mentorship of FHS 1500, FHS 2400 and FHS 2450 courses and evaluating and revising the syllabi, assignments and tests for those courses. This

Dr. Mark Jarvis
March 29, 2016
Page 2

year, you have extended your mentorship to cover the FHS 1500 and FHS 2400 courses being offered through the concurrent enrollment program, and your committee commends you for your willingness to further your leadership in this area by taking the responsibility for establishing consistent, professional communications with the concurrent enrollment faculty teaching those courses. They also note the valuable mentoring you have provided the new concurrent enrollment liaison.

Your committee continues to appreciate your collegiality and willingness to be a team player. Although Early Childhood Education was not the primary emphasis of your graduate studies, you have regularly attended and participated in department conversations related to the operation of the Eccles Lab School.

Your Committee acknowledges your professional development and service to the College by noting the following:

- Attendance at the Utah Council on Family Relations (UTCFR) conference
- Service as a member of the UTCFR leadership board
- Service as a member of the Utah Marriage Commission
- Your planning, creating and presenting training sessions for the adjunct faculty you mentor.
- Your participation as an active, contributing member of the college's General Education Committee.
- Your active participation in the revision of the FHS Instruction Design and Assessment document.
- Your participation in the CTE Refocus group for the Utah State Office of Education.
- Your service as a concurrent enrollment liaison.

As you look toward the future, your Committee encourages you to continue your well-balanced approach of professional development and service, which has come about because of your interactions with your professional community, the College and your department. As Dean I agree with the Committee in this regard, and would add the importance of making sure you are thoroughly familiar with the process and requirements of the new rank advancement system.

Congratulations on obtaining a **Letter of Progress for the 2015 – 2016 Academic Year**. I look forward to continuing to work with you during the forthcoming school year.

Sincerely,



Dr. John S. McCormick, Dean
School of Humanities and Social Sciences

Copies: Dale Smith, Associate Dean, Family and Human Studies, Education, and Social Work
Department
Human Resources Personnel File

LETTER OF PROGRESS

March 9, 2017

Mark O. Jarvis
Family & Human Studies

Dear Mark:

I have received an assessment of your tenure progress from your Tenure Sitting Committee in accordance with the procedures outlined in Chapter 4, Paragraph III.C.3.j of the Policies and Procedures Manual, "Academic Freedom, Professional Responsibility and Tenure" which state:

Vote and Recommendation:

- 1. After the faculty member being considered has left the performance evaluation meeting, the Department Sitting Tenure Committee votes to recommend either a Letter of Concern or Progress. Each member of the Sitting Tenure Committee has an equal vote.*
- 2. Based on this vote, by majority, the committee recommends to the Dean either a Letter of Progress or a Letter of Concern. If the Sitting Tenure Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation to the Dean must be clearly for Progress or of Concern and must include the rationale for the recommendation. If the Dean disagrees with the Committee's recommendation, she or he should consult with the Committee before writing the Letter of Progress or Letter of Concern.*

The committee has indicated that based on a review of your classroom practice, your student evaluations, your services to the department and college, and your professional development activities, you have fulfilled the expectations of a faculty member outlined in Appendix 5 of the Full-time Faculty Handbook, and therefore met the obligations outlined in your Faculty Contract for the 2016/17 academic year.

Your committee therefore has enthusiastically recommended that you receive a Letter of Progress indicating advancement toward your attainment of tenure status.

I concur with this recommendation, and am pleased to issue you this **Letter of Progress** for the 2016/17 academic year.

This letter, together with the full recommendation of the committee (including, if any, the specific areas for improvement outlined by the committee on their memorandum), and any

additional requirements outlined by your Associate Dean during your spring goals meeting, will become part of your permanent Tenure file and be used in subsequent yearly and final tenure evaluations.

Mark, I congratulate you on your professional accomplishments this year and look forward to working with you in the forthcoming academic year.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul C. Allen", with a long, sweeping horizontal flourish extending to the right.

Paul C. Allen, PhD
Dean (interim)

Cc:

Dr. Clifton Sanders, Provost
Dale Smith, Associate Dean
Human Resources Personnel File



June 6, 2018

Mark Jarvis
126 Wilson Road
North Salt Lake, UT 84054

Dear Mark:

It is my pleasure to officially award you tenure, effective July 1, 2018, based upon the recommendation from Provost Sanders and supported by the appropriate recommendations of your Sitting Tenure Committee and the Dean ad interim of the School of Humanities and Social Sciences.

Congratulations, Mark. You are an extremely important member of our institution and your hard work and professional contributions are greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Denece G. Huftalin".

Denece G. Huftalin, PhD
President

loved the email
from the grateful
dad!

sl

cc: Clifton Sanders, Provost for Academic Affairs
Dave Richardson, Dean ad interim of the School of Humanities and Social Sciences
Human Resources, personnel file



LETTER OF APPOINTMENT (A)

Name: Mark Jarvis School Year: 2018-2019
Employee ID: [redacted] Tenure Status: Tenured
Base salary: [redacted] Rank: Associate Professor
Semi-monthly Payment: [redacted] Please return by: July 31, 2018

By authorization of the Salt Lake Community College's Board of Trustees and the College's President, I am pleased to notify you of your salary, rank, and position for the coming academic year as a continuing, tenured faculty member.

By accepting this appointment, you do so with the understanding and agreement that your employment is subject to and conditional upon your compliance with Utah State law and the policies and procedures of the Utah System of Higher Education and Salt Lake Community College. You recognize that Salt Lake Community College is a multi-site institution; your teaching assignment may vary as determined by your Academic Administrator.

Termination for any reason during the school year may require a repayment of a portion of the salary. Repayment to the College must be made within fifteen (15) school days after termination. Terms of this appointment are contingent upon availability of funds in the College budget as outlined in the Academic Freedom, Professional Responsibility and Tenure document.

You are requested to indicate your acceptance of this appointment by signing and returning the original of this letter to the Human Resource Department by the date indicated above.

Failure to return this letter by the return date indicates your rejection of the appointment and the position offer.

Old 2017-18 Base Salary: [redacted] Benefit Dollar Value: [redacted]
New 2018-19 Base Salary: [redacted] % of Salary Benefits: [redacted]
Total Percentage Increase: [redacted]

Note: The 5% base salary adjustment for Rank Advancement was applied to the New 2018-19 salary.

Sincerely,

[Handwritten signature of Clifton G. Sanders]

Clifton G. Sanders Ph.D.
Provost of Academic Affairs
Original: Personnel File
cc: Provost of Academic Affairs

I hereby accept the above appointment and terms thereof.

Signed [Handwritten signature: Mark Jarvis] Date 7/5/18