

MEMORANDUM

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

From: Dale Smith ✓
Enrique Velasquez ✓
Lois Oestreich ✓

Date: February 28, 2014

Subject: Tenure Evaluation Recommendation for Mark O. Jarvis

The Family & Human Studies / Education Tenure Sitting Committee has met to review progress of Mark O. Jarvis toward tenure in the 2013-2014 academic year.

Based on a review of her classroom practices, student evaluations, services to the Department, Division and College and the Faculty Evaluation Process, we are recommending that Mark receive a Letter of Progress.

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We offer the following commendations and recommendations as a personal note to Mark from the sitting committee.

Your recommendation for tenure was a unanimous and uncontested decision by the committee. As a first year instructor at the College, we are impressed by your classroom preparation, the relationship that you have with your students, and your obvious enthusiasm for the subject matter.

As a teacher, we have noted the following:

- You are phenomenally in charge of your classroom.
- You knew the names of all of your students and called them by name.
- You show enthusiasm for and a master of the 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 our students.
- By presenting both theory and practice, you gave your students additional opportunities to learn.

The committee notes that you have taken over the mentorship or leadership of FHS 1500, FHS 2400 and FHS 2450, the three largest courses in the FHS program. It is even more impressive when we consider that this is your first year on the job. As mentioned in the previous section, we express appreciation for your willingness to study new technologies and implement them in your class. As an addition observation concerning your professionalism and contribution to the department, we thank you for your willingness to be a team player.

We acknowledge your service to the College by:

- Attending the Open-Education conference in Park City.

- Participating in the Flipped Classroom Symposium
- Presenting on child and family topics at the National Exchange Club conference.

By way of recommendation, the committee suggests that you continue to gain more information about the systems in play at Salt Lake Community College and that you seek out ways to serve the College by serving on campus committees. The tenure committee recognizes that first and second year faculty are not normally encouraged to serve on campus committees, but given the progress that you have made during your first year, we believe that you are prepared to take this next step.

The tenure committee congratulates you on your letter of progress.

MEMORANDUM

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

From: Dale Smith *DS*
Enrique Velasquez
Lois Oestreich *LO*

Date: March 18, 2015

Subject: Tenure Evaluation Recommendation for Mark O. Jarvis

The Family & Human Studies Tenure Sitting Committee has met to review the progress of Mark O. Jarvis toward tenure in the 2014 -2015 academic year.

Based on a review of his classroom practices, student evaluations, services to the Department, Division and College and the Faculty Evaluation Process, we recommend that Mark Jarvis receive a Letter of Progress.

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We offer the following commendations and recommendations as a personal note to Mark from the sitting committee.

Your recommendation for tenure was a unanimous and uncontested decision by the committee. As a second year instructor at the College, we are impressed by your classroom preparation, the relationship that you have with your students and your obvious enthusiasm for the subject matter.

As a teacher, we have noted the following:

- You have excellent classroom management skills. You are in charge of your classroom.
- You have great rapport with your students. It is obvious that they feel comfortable in their interaction with you and with the other members of the class.
- You show enthusiasm for and a mastery of the content knowledge. The committee also noted that you were able to personalize the content of your presentation based on the students' comments.
- As noted last year, 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.
- You do an excellent job of connecting theory and practice.

After taking over the mentorship of FHS 1500, FHS 2400 and FHS 2450 courses, you took the opportunity to evaluate and revise the syllabi, assignments and tests. Your efforts have been effective in bringing new life to the courses. The committee also commends you for your willingness to further your leadership in this area by taking the responsibility for establishing consistent, professional communications with the adjunct faculty teaching those courses

As an additional observation concerning your professionalism and contribution to the department, we thank you for your 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 optimism and support is greatly appreciated.

We acknowledge your professional development and service to the College by noting the following:

- Attendance at the National Council on Family Relations (NCFR) conference
- Your continued reviewing and updating of the professional literature cited in your classes.
- Your presentation on "Google drive" to the School Curriculum Committee
- Your willingness to closely follow state and national law cases related to human development and marriage.
- Your presentation on child abuse to the National Exchange.
- Attendance and participation in the "Flipped Classroom" workshop series
- Your creation of a series of test review videos that you posted on YouTube.
- Planning, creating and presenting training sessions for the adjunct faculty that you mentor.

By way of recommendation, the committee offers the same suggestion as last year. *We recommend that you continue to gain more information about the systems in play at Salt Lake Community College and that you seek out ways to serve the College by serving on campus committees. The tenure committee recognizes that first and second year faculty are not normally encouraged to serve on campus committees, but given the progress that you have made during your first year, we believe that you are prepared to take this next step.*

The committee is very impressed with the balance that you demonstrate in your employment at the College. To quote a committee member, "He is a keeper". We all agree.

The tenure committee congratulates you on your letter of progress.

March 7, 2018

Clifton Sanders
Provost for Academic Affairs

**Re: Recommendation of Tenure with Previous Successful Teaching Experience
for Mark Jarvis**

Dear Clifton:

Based upon the information from the Tenure Sitting Committee and my evaluation of Mark's file, I recommend that he receive tenure with previous years of successful teaching experience.

Mark has received 6 **Letters of Progress**. In addition, he has 2 years of previous academic service as a full-appointment faculty member. The Academic Freedom and Professional Responsibility Tenure Policy provides for up to three years credit for having taught full-time at another institution of higher education. Mark's student evaluations are commendable. He has received favorable comments concerning his teaching methodologies from students and colleagues. He has also made contributions to the development and enhancement of the teaching program in the Family & Human Studies Department.

Thank you for your consideration regarding this matter.

Sincerely,



Dr. David Richardson
Dean *ad interim*

Copies: Dale Smith ✓
Associate Dean
Family & Human Studies
Human Resources Personnel File

March 2, 2018

Mark Jarvis
Assistant Professor
Family & Human Studies

Regarding: Letter of Progress

Dear Mark:

I am pleased to inform you that, in accordance with the terms of Salt Lake Community College's Academic Freedom, Professional Responsibility and Tenure (APAFT) Policy, your Sitting Tenure Committee has evaluated your progress toward tenure and has recommended that you receive a **Letter of Progress for the 2017 – 2018 academic year**, recognizing one year of satisfactory evaluation by your Associate Dean, Department, students and colleagues. Therefore, it is my pleasure to concur with the Committee's recommendation.

The process outlined in Chapter 4, C.3.j (1) and (2) of SLCC Policies and Procedures states that:

“ . . . 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.”

“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.”

Your Tenure Sitting Committee recommended a Letter of Progress, because of your impressive classroom preparation, your dedication to your profession, the relationship you have with your students, and your enthusiasm for your discipline.

The Committee felt that you have excellent classroom management skills; you are a master of course content in your discipline; you have a great rapport with students; you have mastered the use of technology in the classroom; you ask students the “hard questions”; you have high expectations of students regarding rigor and deadlines; you do an excellent job in connecting theory and practice; and you give individual attention to students who receive lower than expected grades on quizzes (you invite them to special review and strategy sessions to help them improve their grades).

The Committee felt that, in addition to regular family and human services' courses, you provide advising and support for the concurrent enrollment liaison and concurrent enrollment teachers.

The Committee acknowledged your attendance at the Utah Council on Family Relations Conference; your continued reviews and updates of cited literature that you use for pedagogical purposes; the training sessions you have created for your mentees; your subscription to three key journals in your discipline; and your monitoring of legal cases related to family issues.

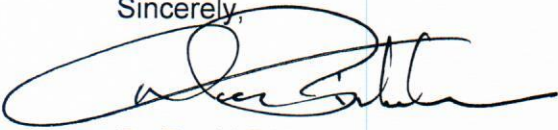
The Committee recognized your service as President of the Utah Council on Family Relations; your membership on the Utah Marriage Commission; your participation as a contributing member and Chairman-elect of the College's General Education Committee; your work with writing a funded TANF grant for marriage relationship training; your presentation at the Utah Marriage Conference; and your membership on the Eccles Lab School "Staffing" Team.

The Committee commends your leadership with Utah Council on Family Relations as its current President and past Board member.

Finally, the Committee noted that your accomplishments in teaching, professional activities, and service exceeded the standard expectations of the College.

I concur with the Committee's recommendation, and congratulations on obtaining a ***Letter of Progress for the 2017 – 2018 academic year.***

Sincerely,



Dr. David Richardson
Dean *ad interim*

Copies: Dale Smith ✓
Associate Dean
Family & Human Studies
Human Resources Personnel File