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Name: _____

Department _____

Instruction _____

Describe your project
be succinct

I. ACCOMPANIMENT

Biographical
clips
part
arrangements

II. SCHOLARSHIP

Books
in
series
series
Part
arrangements

III. SERVICE

Service
arrangements
reference
A
series
•
A
series
•

College

Name: _____

Department: _____

Instructions

1. Submit a report of your annual activities.
2. Type each heading that appears in "None" below the heading (indent).
3. Attach documentation of your activities.
4. See additional instructions at the back of the folder.

I. TEACHING EVALUATION

1. **Instructional Assignment** (List assignments for Fall and Spring).
2. **New Courses, Revisions** (List new courses or revisions to existing courses).
3. **Thesis Completion** (List theses completed during the year).
4. **Graduate Research** (List graduate research projects completed during the year).
5. **Undergraduate Research** (List undergraduate research projects completed during the year).
6. **Uncompensated Overload** (List uncompensated overload hours).
7. **Awards** (List awards or honors received during the year).
8. **Attach the summary IDE** (Attach the summary IDE if applicable).

II. RESEARCH AND SCHOLARLY ACTIVITIES

1. **Peer-reviewed Accomplishments** (List peer-reviewed creative accomplishments).
2. **Submission of Work** (List scholarly work for professional journals or conferences).
3. **Scholarly Progress** (Describe scholarly progress. For example, list articles in progress, book chapters, etc.).
4. **Conference Presentations** (List conference presentations).
5. **Funding Proposals** (List funding proposals submitted or requested. Indicate the amount requested).
6. **Awards** (List any awards received).

III. SERVICE

1. **Department** (List committees, advisory boards, etc.).
2. **College** (List committees, advisory boards, etc.).
3. **University** (List Faculty Senate, etc.).
4. **Profession** (List elected offices, editorships, etc.).
5. **Community** (List uncompensated service to the community).
6. **Continuing Education** (List continuing education activities).
7. **Departmental Assigned** (List departmental assigned activities you advised).
8. **Awards** (List awards or honors received).

IV. PROFESSIONAL DEVELOPMENT

1. **Workshop Participation**
2. **Conference Attendance**
3. **Other Contributions** (Describe other contributions to the profession or community).

Publications:

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Presentations:

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Name: _____

I. **TEACHING EVALUATION**

1. Instructional Materials (Fall and Spring).
2. Current Res
3. Attach a portfolio
 - Syllabus for
 - Project or
 - Examples

Creative Activity/Research Folder

- 1 LastName_FES2019_ResearchFFSNarrative.pdf

3. LastName_FES2019_ResearchSupportDocuments.pdf

- o Peer-reviewed Accomplishments
- o Submission of Work
- o Scholarly Progress
- o Conference Presentations
- o Funding Proposals
- o Awards

Service Folder

1. LastName_FES2019_ServiceFESNarrative.pdf
2. LastName_FES2019_ServiceFESForm.pdf
3. LastName_FES2019_ServiceSupportDocuments.pdf
 - o Department
 - o College

Narratives for Teaching, Research, and Service should be combined and included in the Narrative folder
LastName_FES2019_Narratives.pdf

Include these as they apply:
LastName_2019_ThirdYearNarrative.pdf
LastName_2019_TenureNarrative.pdf
LastName_2019_PTRNarrative.pdf
LastName_2019_PostTenurePromotionNarrative.pdf

Supplemental Materials Folder

Include Professional Development materials in the Supplemental Materials Folder. Professional Development could include conference attendance,

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II. RESEARCH AND SC

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B. Professional Con

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C. Funding for Scho

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4	S
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D. Bonus Points

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+1	Receive
+1	Receive
+1	Receive
+1	Receive

E. Calculation of I

III. SERVICE

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H. Calculation

IV. PROFESSIONAL

A. Professional

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+1, +2

Faculty Acknowledgment
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chair.

Faculty Signature

Faculty Comments:

II. RESE

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**Art Department
FES Rating System**

Rating number

5	(4.1-5.0)	Outstanding
4	(3.4-4.0)	Very good
3	(3.0-3.3)	Good
2	(2.5-2.9)	Minimally Acceptable
1	(1.0-2.4)	Unsatisfactory

Review Period: 2013

Teaching effectiveness
students and chair should
activity areas are each
should be evaluated and
upon each faculty member

Faculty Member's Work

_____ Normative
_____ Normative

FES Category

1. Chair's Rating of Teaching
2. Students' Rating of Teaching
3. Scholarly and/or Creative
4. Service

*Weights for each category

The signatures below
member's annual evaluation
concurrence with the student

Chair's Signature: _____

Faculty Member's Signature: _____

Date: _____

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