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Name: \_\_\_\_\_

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Instruction \_\_\_\_\_

Describe your project  
be succinct

**I. ACCOMPLISHMENTS**

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**II. SCHOLARSHIP**

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**III. SERVICE**

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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 and revisions).
3. **Thesis Completion** (List theses completed).
4. **Graduate Research** (List graduate research projects).
5. **Undergraduate Research** (List undergraduate research projects that were completed).
6. **Uncompensated Overload** (List uncompensated overload hours).
7. **Awards** (List awards or honors).
8. **Attach the summary IDE** (Attach the summary IDE).

#### II. RESEARCH AND SCHOLARLY ACTIVITIES

1. **Peer-reviewed Accomplishments** (List peer-reviewed creative accomplishments).
2. **Submission of Work** (List scholarly work for professional journals).
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 requested. Indicate the amount requested).
6. **Awards** (List any awards).

#### 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).
6. **Continuing Education** (List continuing education).
7. **Departmental Assigned** (List departmental assigned service you advised).
8. **Awards** (List awards or honors).

#### IV. PROFESSIONAL DEVELOPMENT

1. **Workshop Participation**
2. **Conference Attendance**
3. **Other Contributions** (Describe other contributions).

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Presentations:

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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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4	S
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D. Bonus Points

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IV. PROFESSIONAL

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Faculty Acknowledg

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*Faculty Signature*

Faculty Comments:

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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: \_\_\_\_\_

Faculty Member's Name

Identification Number

Using the guidelines  
please document evidence  
categories listed in

**Professionalism**

**Content and Pedagogy**

**Other**

**Chair's Rating of 1-5**