

Memorandum

TO:

FROM:

SUBJECT: Supporting documentation for merit review

DATE:

Enclosed is the documentation for the 2003 calendar year. Copies of journal articles are attached.

FACULTY ANNUAL EVALUATION FORM PERIOD ENDING DECEMBER 31, 2003

Name:

Date:

Rank:

1. TEACHING:

1.1. Narrative description of teaching accomplishments. Identify the courses (section) taught and enrollments for each.

<u>Spring</u>	Class	Enrollment	Student Evaluation of Instruction – Median (Combined Items 1-4)
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Summer

Fall

1.2 Narrative description of new courses and major restructuring of previously taught courses.

1.3 Narrative description of advisement duties.

1.4 Other teaching Activities

2. Scholarship

- 2.1 Refereed journal articles published or accepted for publication. (Title of article, journal, volume, number, date, pages if published ; if accepted but not yet published, please include a copy of acceptance letter.)
- 2.2 Books and Monographs (including chapters) and refereed proceedings published or accepted for publication (Title pages, publisher, journal, volume, number, date, pages, etc. and if appropriate, letter of acceptance).
- 2.3 Other
 - (a) Non-refereed publications.
 - (b) Grant proposals submitted and/or grants funded
 - (c) Published book reviews. (Title of item reviewed, journal, volume, number, date, pages)
 - (d) Other publications
- 2.4 Work in progress
- 3.1 Professional Association (include name, title, function, dates of service, and estimated commitment in hours for the year).
- 3.2 University (and System) Service (include name, title, function, dates of service, and estimated commitment in hours for the year).
- 3.3 College Service (include name, title, function, dates of service, and estimated commitment in hours for the year).
- 3.4 Department Service (include name, title, function, dates of service, and estimated commitment in hours for the year).
- 3.5 Non-compensated Community Service (include only those activities where you served the community because of your professional education and training and describe the activity, dates of service, and estimated time commitment in hours for the year).
- 3.6 Compensated Consulting activities (Includes manuscript reviews for publishing houses). Include name of organization, dates of activity, approximate number of hours, and general nature of activities performed.
- 3.7 Compensated Seminar Presentations