

# Academic Affairs

## *Professional Activity Report (PAR)*

Annual Review for: \_\_\_\_\_ Academic Year: Spring 20XX -Fall 20XX\_

Current Rank: \_\_\_\_\_ Date \_\_\_\_\_ Dept \_\_\_\_\_

9 months     11 months     Tenure: Yes     No

Use the following format on attached sheets in the three areas listed below. This report covers activities during Spring 2004 through Fall 2004.

### I. TEACHING

List courses and enrollments for Spring and Fall semesters; include program development, new courses taught, thesis/dissertation, directed studies, etc.

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### II. RESEARCH AND SCHOLARLY ACTIVITIES:

- A. Publications in refereed journal or refereed book chapters; indicate publications 'accepted' or 'in press'; do not include manuscripts submitted but not yet accepted.
- B. Books - written or edited; actually published or in press
- C. Publications in peer-reviewed conference proceedings; actually published or in press.
- D. Publications in non-referred proceedings; non-refereed book chapters; indicate Publications 'accepted' or 'in-press'; do not include manuscripts submitted not yet accepted.
- E. Reports - reports of contract research; other publications not subject to peer review.
- F. Patents - list patent number, awardees, and title.
- G. Presentations - at professional meetings as the result of peer-reviewed proposals; indicate invited presentations.
- H. Seminars - speaking engagements other than those resulting from peer-reviewed proposals.
- I. Current contracts and grants - funding for research projects.
- J. Contracts and grants proposed - proposals submitted for research funding; indicate funded, not funded, or pending.
- K. Awards and recognitions - from state or national professional organizations.
- L. Graduate degrees awarded - list advisees who graduated during the previous year; also list their degree (MS or Ph.D.) and thesis topic.
- M. Graduate students enrolled - list all advisees; indicate degree sought; list MST

students separately.

III. SERVICE:

- A. Departmental - list assignments and committees within department (faculty/staff search, tenure, etc.); include student recruiting activities, advising, and other contributions.
- B. Institutional - list institutional committees; activities in Faculty Council, Institute Senate, and other contributions.
- C. Professional - editor or reviewer of journals, meetings organized; professional advisory or service committees; or other service.

IV. Recommendation by Department Chair; Rating (0-10) need to be made in each category. Include weighting percentage after each score.

	Score	Weight
Teaching:	_____	_____
Research/scholarship:	_____	_____
Service:	_____	_____

**Total : 100**

Faculty Merit Factor (FMF): weighted sum from above: \_\_\_\_\_

V. Date discussed with faculty member: \_\_\_\_\_

Faculty member signature: \_\_\_\_\_

VI. Recommendation by Academic Vice President (and Research President if joint appointment):

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