**ANNUAL REPORT (AR)**

**Part I**

Reporting On Activities For Academic Year

June 1, 2020 ‑ May 31, 2021

Name Rank

Department of

Area of Specialization

Appointed to TU faculty: at rank in year .

Promotion History:

To rank in year ,

To rank in year , and

To rank in year .

I. Formal Degrees

A. Highest degree earned, with date and name of granting institution. If received since June 1, 2020, attach proof.

B. If candidate for an advanced degree, indicate work completed since June 1, 2020 and present status. Corroborative material and/or transcript must be attached.

II. Teaching (percentage of workload: %)

A.

1. Attach evaluations from all of your teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (If your department or college uses an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

3. Insert below your class GPA and grade distribution. These data are provided to your dean’s office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid‑June). Your dean’s office will distribute these data to departments. You may fill out this table by indicating the number of students in each grade category, or you may electronically insert the information by cutting and pasting the entire section from the report.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grade Dist  Course | A | A- | B+ | B | B- | C+ | C | D+ | D | F | Total | FX | W | O | Median | Mean |
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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).

B. Non‑classroom assignments which are part of your regular on‑load teaching assignment (i.e., coaching, directorships, supervision of student teachers).

C. New instructional procedures which you have introduced this year (special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

Correlation Statement. If your productivity did not match your projections for academic year 2020‑2021, please explain.

III. Scholarship (percentage of workload: %)

[Attach corroborative material where appropriate]

1. Publications
2. Peer reviewed publications (list using format at the end of this AR Part I form).
3. Non-peer-reviewed publications (list using format at the end of this AR Part I form).
4. Non-peer reviewed abstracts (list using format at the end of this AR Part I form).
5. Presentations

Information about the role at given meeting is given with the recommended citation described at the end of this AR Part I form.

1. Grants and Contracts

Information about the grant is given with the recommended citation described at the end of this AR Part I form.

1. Others

Correlation Statement. If your productivity did not match your projections for academic year 2020-2021, please explain.

IV. Service (percentage of workload: %)

[Indicate any of these activities which are part of your workload]

Institution:

Discipline:

Community:

Correlation Statement. If your productivity did not match your projections for academic year 2020‑2021, please explain.

**Recommended Formats for Listing Scholarship in Section III of the above FCSM AR Part I Form**

* Identify student co-authors in all citations, with the following notations:

\* = TU undergraduate co-author

\*\* = TU graduate co-author

* Publications

Author(s). Year. Title. Journal. Vol:pages. [DOI (if available)]

Example:

Casey, R.E., A.N. Shaw\*, L.R. Massal\*\*, J.W. Snodgrass. 2005. Multimedia evaluation of trace metal distribution within stormwater retention ponds in suburban Maryland, USA. Bull. Environ. Contam. Toxicol. 74:273-280.

* Professional presentations
* Identify type of presentation in citation (Poster, Oral Presentation or Workshop)
* Indicate presenting author in underline

Author(s). Year. Title. Conference. Proceedings (if applicable). Presentation Type.

Example:

Camponelli, K.M.\*\*, R.E. Casey, M.E. Wright\*, S.M. Lev, E.R. Landa. 2005. Spatial distribution and chemical fractionation of Cu and Zn in a stormwater retention pond. 26th Annual Meeting of the Society of Environmental Toxicology and Chemistry. Poster Presentation.

* Grants and contracts
* Identify type and status of grant (internal or external; funded, continuing, pending, unfunded)
* Indicate PI(s) in underline

Author(s). Title. Funding Source. Date(s). Award Amount (if applicable).

Examples:

External Funded

Sours, R.E. A chromatographic phage-display technique for identifying peptides that inhibit calcium oxalate monohydrate crystal growth. Research Corporation for Science Advancement. July 2009-June 2011. $44,100.

External Pending

Stitzel, S.E., Raje,S., Sours, R.E. Revitalizing the analytical chemistry curriculum: Using guided inquiry to bridge the gap between cookbook chemistry and research. NSF-CCLI. Submitted May 2009.

**ANNUAL REVIEW (AR)**

**Part II**

Agreement On Faculty Workload Expectations For Academic Year

June 1, 2021 ‑ May 31, 2022

I. Teaching (percentage of workload: %)

A. List all of the regular classroom teaching assignments planned for the 2021‑2022 academic year.

B. Non‑classroom assignments which will be part of your regular on‑load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2021‑2022 academic year.

C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

II. Scholarship (percentage of workload: %)

III. Service (percentage of workload: %)

[For any of these activities which are part of your workload, please indicate.]

Institution:

Discipline:

Community:

SIGNATURES:

Faculty Member Date

Chairperson of Department Date

Dean of College Date