**Faculty Member**: . **Year**: .

**A. Teaching and other instructional activities**

**Courses taught in the calendar year**, include spring, summer and fall:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course** **number** | **Course Title** | **Credit Hrs** | **Contact****Hrs** | **Enroll-ment** | **Names of GTAs** | **SPOT # of** **Responses** | **Overall SPOT****Rating (Mean)** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*Include SPOT — item 6, If your department uses an alternative method of evaluating instruction, include that score instead and include an explanation of that alternative process here:*

**Supervision of Directed Independent Study (DIS),** *if research focus, list in next box.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Course #** | **Course Title** | **Student Name** | **Credit Hrs** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Supervision of Undergraduate Research**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Course name or project title** | **Student Name(s)** | **Credit Hrs** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Internship Supervision**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Course #** | **Internship site** | **Student Name** | **Credit Hrs** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Membership on thesis and doctoral committees**, service on comprehensive or field examination committees, other instructional work with graduate students (list student name, semester, title of thesis or dissertation, role on committee (chair or member) and anticipated semester of graduation):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Student Name** | **Role on Committee** | **Title of Thesis** | **Date of Graduation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Curricular development**: list new courses developed and proposed to curriculum committees, or involvement in curricular revision

|  |
| --- |
|  |

**Advising**: include number of students and indicate whether undergraduate or graduate.

|  |
| --- |
|  |

**Responsibility for instructional labs**, studios, and other instructional support activities (indicate your role in developing or maintaining labs or other instructional spaces, organizing instruments or equipment): .

|  |
| --- |
|  |

**Supervision of Graduate Teaching Assistants:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Course number**  | **Course Name** | **GTAs name** | **GTA responsibility in course** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Other Information on supervision/mentoring of graduate teaching assistants in their instructional work:

|  |
| --- |
|  |

**Instruction related competitive grants**, **awards, prizes, and special recognition** of excellence in teaching. *Please include instruction related grants, awards and prizes that was applied for and either was not received or a decision is still pending.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Applied**(mm/yy)  | **Status:** pending, declined or date received mm/yy | **Title** of grant, award, prize or recognition.  | **Awarding** organization, institution or agency. | External or internal |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other instructional activities** and accomplishments.

|  |
| --- |
|  |

**Student Perception of Teaching:**

Other relevant information on Student Perception of Teaching (provide your analysis of the students’ responses if it is useful in evaluating the instructional record) .

|  |
| --- |
|  |

**Additional material on instruction** (peer evaluation, descriptions of new course preparations or major revision of courses. If appropriate, provide a brief explanation of significance of materials for the annual evaluation.

|  |
| --- |
|  |

***NOTE: Summary sheets of SPOT responses for all courses must be included in supplementary material.***

**Chair’s comments and evaluation of instruction and instruction related activities**. *(please include community engagement activity from section D if applicable to teaching)*

|  |
| --- |
|  |

**B. Creative, Research, and Scholarly Accomplishment –**for **each,** provide information on process of evaluation (blind peer review, editorial review) name of publisher, date of publication or anticipated date of publication, number of pages in print **or** number of manuscript pages accepted for publication)

**1. Publications:**

|  |
| --- |
| **In print** |
| **Citation:** |
| **Role** - author, co-author, editor, etc.: |
| **Evaluation process:** |
| **Publication Date:** | Previously reported: (if yes, what year) |
|   |
| **Citation:** |
| **Role** - author, co-author, editor, etc.: |
| **Evaluation process:** |
| **Publication Date:** | Previously reported: (if yes, what year) |
|   |

*\* Add reporting units as needed by copying and pasting the grid above in the document here.*

|  |
| --- |
| **In press**: |
| **Citation:** |
| **Role** - author, co-author, editor, etc.: |
| **Evaluation process:** |
| **Anticipated Publication Date:** | Previously reported: (if yes, what year) |
|   |
| **Citation:** |
| **Role** - author, co-author, editor, etc.: |
| **Evaluation process:** |
| **Anticipated Publication Date:** | Previously reported: (if yes, what year) |
|   |
| *\* Add reporting units as needed by copying and pasting the grid above in the document here.* |
| **Accepted for publication**: |
| **Citation:** |
| **Role** - author, co-author, editor, etc.: |
| **Evaluation process:** |
| **Anticipated Publication Date:** | Previously reported: (if yes, what year) |
|   |
| **Citation:** |
| **Role** - author, co-author, editor, etc.: |
| **Evaluation process:** |
| **Anticipated Publication Date:** | Previously reported: (if yes, what year) |
|   |
| *\* Add reporting units as needed by copying and pasting the grid above in the document here.* |
| **Reprints -** include the full citation, role, original publication date and reprint date: |
| **Citation:**  |
| **Citation:**  |

**2. Creative accomplishments:** For each, provide supporting documentation such as letters of acceptance or invitations, indicate the selection process and other relevant information. Provide reviews, when available.

\*List in order of significance (*significance is defined by each department’s criteria and could include the significance of the venue, production, process, whether it is international, national, regional etc.)*

|  |
| --- |
| **Creative work**  |
| **Title** of performance, production or exhibition**:**  | **Date(s):**  |
| **Sponsor:** | **Location:** |
| **Selection Process** *(juried, invited, etc.):* | **Significance\*:** |
| **Solo or Group:**  | **Your Role:** |
| **Details:**  |
|  |
| **Title** of performance, production or exhibition**:**  | **Date(s):**  |
| **Sponsor:** | **Location:** |
| **Selection Process** *(juried, invited, etc.):* | **Significance\*:** |
| **Solo or Group:**  | **Your Role:** |
| **Details:**  |
|  |
| **Title** of performance, production or exhibition**:** | **Date(s):**  |
| **Sponsor:** | **Location:** |
| **Selection Process** *(juried, invited, etc.):* | **Significance\*:** |
| **Solo or Group:**  | **Your Role:** |
| **Details:**  |
|  |
| **Title** of performance, production or exhibition**:** | **Date(s):**  |
| **Sponsor:** | **Location:** |
| **Selection Process** *(juried, invited, etc.):* | **Significance\*:** |
| **Solo or Group:**  | **Your Role:** |
| **Details:**  |
|  |

*\* Add reporting units as needed by copying and pasting the grid above in the document here.*

|  |
| --- |
| **Creative work – Other** |
| **Describe –** provide the details for evaluation**:** |
| **Describe –** provide the details for evaluation**:** |

|  |
| --- |
| **Artistic work in the visual arts published**  |
| **Date:** (mm/yy) | **Name and type of publication**  | **Publisher** | **Review process** | **Distribution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Scholarly and other contributions:**(a) service as juror or judge of national or regional (specify) competition, clinic or master-class(b) curator nationally or regionally significant show (specify juried or not; if juried, specify jurors and backgrounds)(c) catalogue for a significant exhibition or performance |
| **Date(s):** (mm/yy) | **Role**  | **Notable details:**  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Papers and posters** presented at or other contributions to/involvement in professional meetings, special seminars, and other professional activities. For each, provide appropriate documentation- for example, a copy of the meeting’s agenda or a copy of the paper presented. [[1]](#footnote-1)

|  |
| --- |
| **Papers**  |
| **Date(s)**  | **Title of paper** | **Name of meeting, conference, seminar and location.** | **Role** (keynote, presenter, panelist) | **Funded?** (source and amount) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Posters**  |
| **Date(s)**  | **Title of paper** | **Name of meeting, conference, seminar and location.** | **Role**  | **Funded?** (source and amount) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other Contributions** |
| **Describe –** provide the details for evaluation: |
| **Describe –** provide the details for evaluation: |

**4. Research Grant, Fellowships and Residencies -** *Please include all grants, fellowships and residencies applied for even if a decision is pending or you were not selected.*

|  |
| --- |
| **Grants -**  |
| **Title** of grant: |
| **Awarding** organization or agency: |
| **Role:** PI, Co-PI, consultant or other *(define)* |
| **Date Applied** (mm/yy):  |
| **Status:** pending, declined or date received (mm/yy): |
| **Amount awarded:**  |
| **Details -** provide additional information: |
|   |
| **Title** of grant: |
| **Awarding** organization or agency: |
| **Role:** PI, Co-PI, consultant or other *(define)* |
| **Date Applied** (mm/yy):  |
| **Status:** pending, declined or date received (mm/yy): |
| **Amount awarded:**  |
| **Details -** provide additional information: |

 *\* Add reporting units as needed by copy and pasting the grid from Title to Details in the document here.*

|  |
| --- |
| **Fellowships and Residencies** |
| **Date Applied**(mm/yy)  | **Status:** pending, declined or date received mm/yy | **Title** of grant, fellowship, residency  | **Awarding** organization / agency. | **Funding Amount** $$ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**5. Research awards,** **prizes, and special recognition** *(report teaching awards in the instruction section):*

|  |
| --- |
| **Awards – Research related** |
| **Date** | **Name of Award, Prize or Recognition** | **Awarding Agency or Institution:** | **Award amount $$** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6. Work under review** (for each, provide name of publication where work has been sent, and process of review, and number of manuscript pages):

|  |
| --- |
|  |
|  |

**7. Work in progress** for each, provide name of publication where work will be sent, and process of review, and number of manuscript pages):

|  |
| --- |
|  |
|  |

***Chair’s comments and evaluation of research*** *(please include community engagement activity from section D if applicable to research)*

|  |
| --- |
|  |

**C. Service, Governance, and Other University Responsibilities**

1. Academic governance and other institutional responsibilities. For items a-d, list all dept/program responsibilities and committees. Indicate whether you served on a committee as a chair or a member):

a. Departmental responsibilities and service

b. College responsibilities and service:

c. Campus responsibilities and service:

d. University responsibilities and service:

2. Professional service (explain responsibilities and accomplishments, providing documentation when appropriate):

3. Assigned service external to the university and the profession (explain responsibilities and accomplishments, providing documentation when appropriate):

***Chair’s comments and evaluation of service*** *(please include community engagement activity from section D when reported)*

|  |
| --- |
|  |

**D. Community Engagement**

Engagement Definition: “*Community engagement describes****collaboration****between institutions of higher education and their larger communities (local, regional/state, national, global) for the****mutually beneficial exchange****of knowledge and resources in a context of****partnership****and****reciprocity****.”*

*See,* ***Appendix A,*** *the last page of this document for definitions in each area and examples.*

**Community engagement - Teaching**. Provide sufficient detail including the activities and community partners or agency involved.

|  |
| --- |
| **Description of engagement:**  |

**Community engagement - Research**. Provide sufficient detail including the activities and community partners or agency involved.

|  |
| --- |
| **Description of engagement:** |

**Community engagement - Service**. Provide sufficient detail including the activities and community partners or agency involved.

|  |
| --- |
| **Description of engagement:** |

*Evaluation of Community Engagement activities are to be considered as part of the evaluation of each section of the Annual Reporting—Teaching, Research or Service—and not as a separate category.*

**E. For the annual evaluation to be completed, the following materials need to be submitted to the chair in addition to this report:**

1. Revised and up to date curriculum vita
2. Copies of summary sheets of SPOT reports for all courses included in the report
3. Letters of acceptance from publishers, as indicated
4. Copies of works published or under review during evaluation period
5. Other materials requested by the department or the chair

**SUMMARY OF PERFORMANCE EVALUATION[[2]](#footnote-2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exceptional** | **Outstanding** | **Good** | **Needs****Improvement** | **Unsatisfactory** | **Not Assigned** |
| **Teaching and Other Instructional Activities** |  |  |  |  |  |  |
| **Research, Scholarship and Creative Accomplishment** |  |  |  |  |  |  |
| **Service, Governance and Other University Responsibilities**  |  |  |  |  |  |  |
| **Overall Rating** |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Member, indicating he/she has seen the Date

above evaluation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Dean Date

**Appendix A. Community Engagement Definitions**

**Community Engagement:** The collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in the context of partnership and reciprocity. It can involve partnerships and coalitions that help mobilize resources and influence systems and serve as catalysts for initiating and/or changing policies, programs, and practices.

**Community-Engaged Teaching/Learning:** A pedagogical approach that connects students and faculty with activities that address community-identified needs through mutually beneficial partnerships that deepen students' academic and civic learning. Examples are experiential-learning courses such as academic service learning, field experience, co-op, internships, co-curricula and independent study.

**Community-Engaged Research:** A collaborative process between the researcher and community partner that creates and disseminates knowledge and creative expression with the goal of contributing to the discipline and strengthening the well-being of the community. Community-engaged research (CER) identifies the assets of all stakeholders and incorporates them in the design and conduct of the different phases of the research process.

**Community-Engaged Service:** The application of one's professional expertise in collaboration with the community that addresses a community-identified need and supports the goals and mission of the university and the community.

**Levels of Community Engagement:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Defining Elements** | **Teaching** | **Research** | **Service** |
| CE 1 | Shared Decision making*Ex. Community is a equal participant* | Curricula are developed with the community *Ex. Co-ops, Internships* | Partners work together collaboratively *Ex. CEnR, CBPR* | Community-initiated joint project*Ex. 20th Street Development Project* |
| CE 2 | Community provides guidance.Community is an advisor | Community partners supervise and guide*Ex. ASL Courses* | Community partners provide input*Ex. Center for Caring* | Community assists FAU in identifying projects*Ex. Broward Design Initiative* |
| CE 3 | FAU is given access to facilities of participantsCommunity is a source | Learning locations are identified cooperatively*Ex. Study Abroad* | Researchers have access to community resources*Ex. CARD* | FAU sponsored events that directly benefit community*Ex. Hosting/supporting charitable drives, events, Relay for Life.* |
| CE 4 | Institution shares knowledgeCommunity is the audience | FAU brings courses/lectures to the community.*Ex. Guest Speakers, Lifelong Learning* | Research findings are shared with community.*Ex. Poster presentations* | FAU welcomes the community.*Ex. Concerts, plays, exhibitions, sporting and cultural events.* |

1. If the activity was not presentation of paper or other participation in a panel, explain the contribution, e.g. “proposed panel topic to conference organizers, solicited papers and sent submissions out for review, organized panel”

 [↑](#footnote-ref-1)
2. After the annual evaluation is signed by the faculty member, the faculty member may add a brief response to the content of the evaluation. This response is optional. It may be added as a brief memorandum and the Report should note “see appended memorandum.” [↑](#footnote-ref-2)