ANNUAL EVALUATIONS – Department of Mathematics

Annual evaluation of tenure-track faculty shall be done by the Chair, and will be done in the following manner.

a. For persons on a 9-hour teaching load:

   Teaching: 40-50%
   Research: 30-40%
   Service: 10-30%

b. For persons on a 12-hour teaching load:

   Teaching: 50-70%
   Research: 20-30%
   Service: 10-30%

The review evaluation shall be based on the following materials:
1. The Annual Faculty Report submitted by each faculty member
2. The student evaluations of the previous calendar year
3. Peer review reports, if applicable
4. Chair’s classroom visitation reports, if applicable
5. An annual teaching portfolio submitted by each faculty member
6. An annual research portfolio submitted by each faculty member
7. Consultation with the tenure committee, if applicable
8. grade sheets and data pertaining to retention, to the degree available

Contents of Teaching Portfolio:

The Teaching Portfolio should include copies of the following materials from the previous calendar year:
  a. all tests, including the final exam
  b. all syllabi
  c. any other relevant course materials that the faculty member chooses to include (e.g., quizzes, handouts)

Contents of Research Portfolio:
The Research Portfolio should include copies of the following materials, provided they were not included in the previous year’s portfolio.

a. Copies of all papers published.
b. Copies of all articles which were accepted, along with evidence of acceptance (for example, a letter from an Editor indicating the article was accepted).

c. Copies of all articles which were submitted, or revised and submitted.

d. Copies of grant submissions, or other grant activity.

e. Any other evidence of scholarly activity done that the faculty member wishes to include (e.g., abstracts of conference presentations, invitations to present a paper, correspondence with editors concerning the resubmission of an article, etc.).
ANNUAL FACULTY REPORT
DEPARTMENT OF MATHEMATICS
January 1, 2012 – December 31, 2012

Name:

A. TEACHING ACTIVITIES

1. Courses Taught (list course, semester, and enrollment – do not include Spring 2013).
   [note: you may also indicate any special teaching circumstances (e.g., online course, teaching course for first time, etc.)]
2. Advising activities
3. Other work with students (e.g., senior projects, independent study courses)
4. Curriculum development
5. Other teacher-related activities (e.g., workshops)

B. RESEARCH ACTIVITIES

1. Refereed Articles (include under each category below only work that has occurred during calendar year 2012). You may include the same article in more than one category; for example, if an article was both submitted and accepted during the past year, you may list it under both headings. Include month and year. Evidence of this work should be placed in your submitted 2012 research folder.
   a. Articles published
   b. Articles accepted
   c. Articles submitted
   d. Articles revised and re-submitted
2. Book writing activity.
4. Presentations. List all presentations. Include brief description of the type of talk given (for example, “Invited Colloquium,” “10-minute contributed talk,” etc.), place or name of conference, and the date). Also, state if you were the sole presenter or primary presenter.
5. Grant work. List all grant submissions, specifying whether funded, not funded, or pending.

6. Other research activity.

C. SERVICE ACTIVITIES

1. Departmental Service
   a. Departmental Committees (name of committee, dates of service, state whether member or chair)
   b. Other Departmental service

2. University, College Service
   a. Committees (name of committee, dates of service, member of chair)
   b. Other University service

3. Professional Service (include editing, reviewing or refereeing work, organizing meetings, membership in professional organizations, holding office in professional organizations, other professional service).