NEW MEXICO TECH
Faculty Professional Activity Report (PAR)

Annual Review for: _____Academic Year: Spring 201715 - Fall 201517

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 2015 through Fall 2015.

O. Public Relations/Fund-raising/annual report

Please provide a one paragraph discussion readable by a well educated person or a scientist in another field of one (or more) notable results from your past two years of research.  I will feature these in the following documents:

        A) Our DAR

        B) Fundraising literature from our Advancement Office

        C) Goldpan (Our Alumni magazine)

        D) Our Dept Website

        E) President's Report / GRC Report

Note: These do not need to be written for all possible audiences … just write it well … well enough that your chair, at least, can understand it, and hence massage it if needed.


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

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.

N. Undergraduates employed in your lab/research (Names, semesters, and approx hours/week). Provide approx description of their project.

III. SERVICE:

A.  Departmental - list assignments and committees within department (faculty/staff search, tenure, etc.); include student recruiting activities, advising, and other contributions. (be sure list all the reference letters you wrote

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.

V. 2018 TARGETS (RECOMMENDED):

These are targets that you can set for a "Very Good" rating in 2018 (or for Outstanding, if you want). These are not required, but give you additional control over your destiny (at least from a PAR POV).

VI. RATING JUSTIFICATION NARRATIVE (OPTIONAL):

I have recommended a new "grading" scheme in which we almost by default get "Very Good" ratings as long as we have hit certain benchmarks (to be determined at our retreat).  There will be a higher rating called "Outstanding" … which means OUTSTANDING.   In order to have outstanding accomplishments, you will probably need to explain to me why your performance merits this rating.  Likewise, there is a rating of "OK" below "Very Good" which is for not hitting certain benchmarks.  If you think you might get this rating, but don't think it's appropriate, you should put that in the narrative as well.

Score %          weight

Teaching: Warning/OK/Very Good/Outstanding

_____          _____          _____

Research/scholarship: ~~_____~~ _____ ~~Warning/OK/Very Good/Outstanding~~

Service: ~~Warning/OK/Very Good/Outstanding~~ _____ _____

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):

_____