

FACULTY ANNUAL REPORT FORMAT

NAME
RANK
DEPARTMENT/SCHOOL
CALENDAR YEAR

I. Teaching

- A. Assigned courses (include course no., title, semester/term, number of students, grade distribution, and indicate if course was taught on or off-campus or exclusively online)
- B. Other courses taught: Special projects, special problem, core course, honors course, international course
- C. New courses developed and/or new instructional strategies employed in courses previously taught
- D. Graduate theses, dissertations, and projects (completed or in process)
 - 1. Director or Chair
 - 2. Committee Membership
- E. Mentoring/Advising an undergraduate research (project), indicate if honors thesis or project
- F. Other (Please include a statement that deals with special class-related factors or circumstances that influenced teaching effectiveness)

II. Research/Creative Activities (List work for current year and prior two years and specify if item appears on the annual report for the first, second, or third time. Ensure the citation for the activity is full and accurate)

- A. Refereed publications, invitational or juried shows, critically evaluated performances, scholarly monographs
- B. Patents held
- C. Non-refereed publications (include publications arising from presentations, i.e., proceedings), exhibits, performances.
- D. Textbooks
- E. Materials or activities accepted or scheduled but not yet printed, released, or presented
- F. Materials under active review by external editors or referees (including disclosures submitted for patent consideration)
- G. Papers presented, participation on panels, etc., at scholarly meetings (include date, place, and sponsor of meeting). Include only meetings that involve actual participation on the program.
- H. Other

III. Grants and Contracts (specify type, i.e., research or training, funding entity, and amount)

- A. Internal (Requested & Funded)
- B. External (Requested & Funded)

IV. Professional and Administrative Service

- A. Offices and committee assignments in professional organizations

- B. Consulting
- C. TCU committee assignments
- D. Other University and/or college, department contributions
- E. Professionally-related community activities
- F. Administrative Service (describe any official administrative role in the School and a summary of annual achievements)

V. Student Interaction

- A. Department undergraduate major, minor and premajor advising (including number of students and classification as well as advising strategies)
- B. Graduate student advising (including number of students and degree sought)
- C. Student engagement (includes mentoring, career counseling, and sponsorship of student organizations)
- D. Assessment of advising (describe ways in which you determine the effectiveness of your advising)

VI. Professional Development (described activities not previously discussed which contribute to your continued professional growth (e.g., merited leave, visiting faculty appointments, meetings attended, international travel, etc.))

VII. Awards, Honors, Recognitions

VIII. Teaching, research, service, advising and professional development goals for the next academic year

IX. Ways the University, school/college, and/or department could be more supportive of your work

Revised April 2002

Edited November 2005

Revised November 2008; 2010; 2012; 2013; 2014