

# Liberal Arts Annual Professional Achievement Report

Name:

Department:

Period Covered in this Report: January 1, 20\_\_ to December 31, 20\_\_

## I. SUMMARY STATEMENT

Summarize what you consider to be your most important professional activities during the evaluation period. (1 page limit - 11 point type minimum)

## II. CONTRIBUTIONS TO INSTRUCTIONAL PROGRAM

**1. Courses.** List courses taught (including on-line courses), explain any new or redesigned courses, and submit evidence of teaching effectiveness required by departmental procedures (e.g. SAQs, peer review, syllabi, exams, etc.).

**2. Student Work.** List honors theses, theses, dissertations, and other directed study projects, distinguishing those completed or in progress, as well as work published/performed/exhibited under direct supervision. Provide information on students, projects, and your role (e.g. director, committee member, mentor).

**3. Related Pedagogical Activities.** List and discuss as appropriate advising responsibilities, pedagogical training (for other faculty, TAs, future teachers, etc.), administration or coordination of instructional programs, and teaching-related research.

**4. Other.** List instructional grants (follow format in III.4), awards, and other contributions to instructional program. Give specifics.

## III. SCHOLARSHIP AND ARTISTRY

**1. Publications.** List all works published during the preceding year. Some departments may also require the listing of publications from previous years.

- Group works according to the classification scheme adopted by your department.
- Provide full bibliographic citations.
- Indicate if the work is refereed and the nature of the referee process.
- For items of multiple authorship, indicate the nature of the collaboration.
- Please refer to departmental guidelines for any additional requirements.

If your department requires the listing of works in progress, indicate the relevant status (not submitted, submitted, review and resubmit, accepted, in press). Copies of publications must be available and claims of refereed publications must be documented.

**2. Conference Papers.** List the title of paper, any co-authors, and the date and place of the meeting. Please refer to departmental guidelines for any additional requirements.

**3. Creative Activities, Exhibitions, and Performances (other than those which are a part of normal teaching responsibilities).** Provide the name of the creative activity, exhibition or performance, date, one-person or group exhibition, and venue. Also indicate if exhibitions or performances were curated or non-curated, invitational, juried or non-juried. Indicate if exhibitions or performances were of local, regional, national or international scope, and any other relevant information.

**4. Grant and Contract Proposals Related to Scholarship and Artistry.** List all proposals prepared and submitted, specifying the funding agency and date of submission. Indicate those which were funded and for what amounts (overall and annual), those still pending, and those rejected.

**5. Professional Profile.** List and provide relevant information on professional associations of which you are a member and any offices held; editorships and service on editorial boards of learned journals or presses; reviewing of manuscripts, grant proposals, promotion and tenure materials, etc. (give specifics); theses or dissertations outside of UTEP that you directed or advised (give specifics); professional consulting; professional workshops and courses; conferences attended and roles (organizer, chair, discussant, presenter, exhibitor), and honors and awards received for scholarship and artistry.

**6. Other.** List other evidence of scholarly or creative activities. Give specifics.

#### **IV. SERVICE**

**1. Service to the Department, College, and University.** List committees on which you served; indicate any that you chaired; discuss any special assignments (e.g. library liaison, webmaster, advisor to student groups), academic advising duties (if not counted under teaching), and other relevant contributions to UTEP.

**2. Public Service.** Include community involvement on and off campus, media appearances, public presentations, non-scholarly publications, service on boards, serving as an exhibit juror, expert testimony, and other evidence of public service.

#### **V. ADMINISTRATIVE POSITIONS**

Discuss duties of any administrative position held and your accomplishments related to that position. Give specifics.