Bagwell College of Education

Annual Review Document (ARD)

|  |  |
| --- | --- |
| **Department** | **[Department]** |
| **Calendar Year** | **Report End Year** |
| **Faculty Member** | **[[Last Name], [First Name] [Initial of: [Middle Name]]]** |
| **Position** | **[Name of Endowed Position (if any)]** |
| **Rank** | **[Faculty Rank]** |
| **Years in Rank** | **[Difference (in years) from *Date Attained Emeritus (Start)*** to ***Report Run Date***] |
| **Tenure Status** | **[Tenure Status]** |

Please address the following:

**Situational Context**

* Description of the Faculty Member’s Primary Roles and Responsibilities in the Department (please list)

[Situational Context]

Screen: ***Workload Information***

Items: First record

**Workload Information**

|  |  |
| --- | --- |
| Teaching, Supervision & Mentoring | [Teaching Workload Percentage]% |
| Research & Creative Activity | [Research Workload Percentage]% |
| Professional Service | [Service Workload Percentage]% |
|  |  |
| Total | [Sum of "*Teaching Workload Percentage*", "*Research Workload Percentage*" and "*Service Workload Percentage*"]% |

* Briefly describe how your activities advanced the Mission of the Department, the Bagwell College of Education, and University (short narrative)

[Teaching Supervision and Mentoring of Students]

[Research and Creative Activity]

[Professional Service]

[Administrative and Leadership (If Applicable)]

* Note: Attach (1) Curriculum Vita, (2) Philosophy of Education and (3) Approved FPA for this calendar year.

**Scholarly Activities and Scholarship**

**In the Performance Area(s) of Emphasis for [Report End Year]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scholarly Activities/**  **Role in Activities/**  **Courses** | **Activity Status (C, I, F, A)**  **Accomplishments, Outcomes & Products**  (include quality and significance indicators)  **Faculty Comments**  **Self-Eval (1, 2, 3, N/A)** | **Chair Comments/Faculty Response** | **Chair Eval**  (1, 2, 3, N/A) |
| ***TEACHING, SUPERVISION, & MENTORING*** |  | | |

Screen: ***Scheduled Teaching***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [Course Prefix] [Course Number][Course Number Suffix] [Section Number] | Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)  Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented  Describe any activities in your course that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.) |  |  |

Screen: ***Academic Advising***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [Academic Year] [Number of Undergraduate Students Advised] undergraduate students advised [Number of Graduate Students Advised] graduate students advised approximately [Approx. Number of Hours Spent for the Year] hours spent for the year | Description of Advising Activities |  |  |

Screen: ***Directed Student Learning (e.g., theses, dissertations)***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Involvement Type] or [Explanation of "Other"]], [Student's Home Department at KSU (if not a KSU student, put details in comments section below)] Department, [Course], [Course Number], [Number of Credit Hours] credit hours, "[Title of Student's Work]", [Stage of Completion]. ([Month Started Day Started, Year Started - Month Completed Day Completed, Year Completed]). Advised: [list of [Student Name] as "[Student Last Name], [Student First Name]"] | Comments |  |  |

Screen: ***Non-Credit Instruction Taught***

Items: All records

Screen: ***Other Teaching/Supervision/Mentoring***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Instruction Type] or [Explanation of "Other"]], [Audience], [Sponsoring Organization], [Number of Participants] participants, [Professional or Academic?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Description |  |  |

Screen: ***Non-Credit Instruction Taught***

Items: All records

Screen: ***Other Teaching/Supervision/Mentoring***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [Title], ([Start Month Start Day, Start Year - Month Day, Year]). | Brief Description (30 Words or Less) |  |  |

Screen: ***Faculty Development Activities Attended***

Items: All records

Criteria:

1.***Area*** is equal to "*Teaching, Supervision, and Mentoring*"

|  |  |  |  |
| --- | --- | --- | --- |
| [[Activity Type] or [Explanation of "Other"]], "[Title]", [Sponsoring Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Description (30 Words or Fewer) |  |  |

Screen: ***Licensures and Certifications***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| "[Title of Licensure/Certification]", [Sponsoring Organization]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]). | Description |  |  |

Screen: ***Awards and Honors***

Items: All records

Criteria:

1.***Purpose*** is equal to "*Teaching*"

|  |  |  |  |
| --- | --- | --- | --- |
| [Award or Honor Name], [Organization/Sponsor]. ([Month Received Day Received, Year Received]). | Description/Explanation (30 Words or Fewer) |  |  |

Screen: ***Performance Evaluations for Your Faculty Activity Report***

Items: All records

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self-Evaluation: [Evaluation of Accomplishments in Teaching] | Rationale: [Rationale] | |  |  |
| ***RESEARCH & CREATIVE ACTIVITY*** | |  | | |

Screen: ***Intellectual Contributions***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution.] In [Editor(s)] (Ed.), *[If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work]* ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])[.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] [Web Address] | Description |  |  |

Screen: ***Contracts, Fellowships, Grants and Sponsored Research***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [list of [**Investigators**] as "[Last Name], [F. N.] [M. N.] ([Role])"], [Type], "[Title]", Sponsored by [Sponsoring Organization], [Awarding Organization Is], $[Amount], [Current Status]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Description |  |  |

Screen: ***Presentations***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [list of [**Presenters/Authors**] as "[Last Name], [F. N.] [M. N.] ([Presenter/Author])"], [Conference/Meeting Name], [Sponsoring Organization], [Location], "[Presentation Title]", [Meeting Type], [Scope], [published in proceedings], [published elsewhere], [Invited or Accepted?]. ([Month Day, Year]). | Description |  |  |

Screen: ***Research/Creative Activity Currently in Progress***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [list of [**Collaborators**] as "[Name]"], "[Title]", [Status], [Research Type]. | Description |  |  |

Screen: ***Awards and Honors***

Items: All records

Criteria:

1.***Purpose*** is equal to "*Scholarship/Research/Creative Activity*"

|  |  |  |  |
| --- | --- | --- | --- |
| [Award or Honor Name], [Organization/Sponsor]. ([Month Received Day Received, Year Received]). | Description/Explanation (30 Words or Fewer) |  |  |

Screen: ***Consulting***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Consulting Type] or [Explanation of "Other"]], [Client/Organization], [Location], [Compensated or Pro Bono?], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Brief Description (30 Words or Less) |  |  |

Screen: ***Media Contributions***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [Media Type], [Media Name]. [Month Day, Year]. | Description |  |  |

Screen: ***Other Scholarship/Research***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [Title],[Month Day, Year]. | Brief Description (30 Words or Less) |  |  |

Screen: ***Faculty Development Activities Attended***

Items: All records

Criteria:

1.***Area*** is equal to "*Research and Creative Activity*"

|  |  |  |  |
| --- | --- | --- | --- |
| [[Activity Type] or [Explanation of "Other"]], "[Title]", [Sponsoring Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Description (30 Words or Fewer) |  |  |

Screen: ***Performance Evaluations for Your Faculty Activity Report***

Items: All records

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Self-Evaluation: [Evaluation of Accomplishments in Research and Creative Activity] | Rationale: [Rationale] | | | | | | |  |  | |
| ***SERVICE*** | |  |  |  |  |  |  | | |  |

Screen: ***Service Professional***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club], [City], [State], [Country], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year, [appointed], [Was this compensated or pro bono?], [Audience], [served ex-officio]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 Words or Fewer)  Brief Description of Committee's Key Accomplishments |  |  |

Screen: ***Service Department***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [Committee Name], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year, [appointed], [Was this compensated or pro bono?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 Words or Fewer)  Brief Description of Committee's Key Accomplishments |  |  |

Screen: ***Service College***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [Committee Name], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year, [appointed], [Was this compensated or pro bono?], [served ex-officio]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 Words or Fewer)  Brief Description of Committee's Key Accomplishments |  |  |

Screen: ***Service University***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [Committee Name], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year, [appointed], [Was this compensated or pro bono?], [served ex-officio]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 Words or Fewer)  Brief Description of Committee's Key Accomplishments |  |  |

Screen: ***Service Public***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club], [City], [State], [Country], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year, [appointed], [Was this compensated or pro bono?], [Audience], [served ex-officio]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 Words or Fewer)  Brief Description of Committee's Key Accomplishments |  |  |

Screen: ***Service Other***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [[Service Type] or [Explanation of "Other"]], [Organization/Committee/Club], [[Title/Office Held] or [Explanation of "Other"]], approximately [Approx. Number of Hours Spent Per Year] hours spent for the year, [appointed], [Was this compensated or pro bono?], [Audience], [served ex-officio]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 Words or Fewer) |  |  |

Screen: ***Administrative Assignments***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Position/Role] or [Explanation of "Other"]], [Administrative Level]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Responsibilities/Brief Description (30 words or less) |  |  |

Screen: ***Development***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Activity Type] or [Explanation of "Other"]]: [Name of Assignment or Activity]. | approximately [Number of Faculty/Staff Involved] faculty/staff involved, $[Amount of Funding Involved], ([Start Month Start Day, Start Year - End Month End Day, End Year]).  Description |  |  |

Screen: ***External Affairs***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Activity Type] or [Explanation of "Other"]]: [Name of Assignment or Activity]. | approximately [Number of Faculty/Staff Involved] faculty/staff involved, $[Amount of Funding Involved], ([Start Month Start Day, Start Year - End Month End Day, End Year]).  Description |  |  |

Screen: ***Program/Faculty Direction/Coordination***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| [[Activity Type] or [Explanation of "Other"]]: [Name of Assignment or Activity]. | approximately [Number of Faculty/Staff Involved] faculty/staff involved, $[Amount of Funding Involved], ([Start Month Start Day, Start Year - End Month End Day, End Year]).  Description |  |  |

Screen: ***Faculty Development Activities Attended***

Items: All records

Criteria:

1.***Area*** is equal to "*Professional Service*"

|  |  |  |  |
| --- | --- | --- | --- |
| [[Activity Type] or [Explanation of "Other"]], "[Title]", [Sponsoring Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). | Description (30 Words or Fewer) |  |  |

Screen: ***Awards and Honors***

Items: Records not displayed above

|  |  |  |  |
| --- | --- | --- | --- |
| [Award or Honor Name], [Organization/Sponsor]. ([Month Received Day Received, Year Received]). | Description/Explanation (30 Words or Fewer) |  |  |

Screen: ***Performance Evaluations for Your Faculty Activity Report***

Items: All records

|  |  |  |  |
| --- | --- | --- | --- |
| Self-Evaluation: [Evaluation of Accomplishments in Professional Service] | Rationale: [Rationale] |  |  |

|  |  |
| --- | --- |
| **Status** | **Evaluation Guide:** |
| **C =** Completed | **3** = Exceeded expectations |
| **I =** InProgress | **2** = Met expectations |
| **F =** Future | **1** = Did not meet expectations |
| **A =** Aborted | **N/A** = Not Applicable |
|  |  |

**Evaluation of the Annual Review Document (ARD)**

* Evaluation of the Quality and Significance of the Accomplishments in the Performance Areas (note: only the performance areas where there are FPA outcomes/products)
* Evaluation of the Quality and Significance of the Accomplishments Overall
* Evaluator’s Comments on Faculty Member’s Progress Toward Tenure (if applicable)
* Evaluator’s Comments on Faculty Member’s Progress Toward Promotion in Rank (if applicable)
* Comments on the Evaluation by the Faculty Member (optional)

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**Department Chair’s Signature Date**

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

**Faculty Member’s Signature Date**

*(Faculty’s signature does not necessarily*

*indicate agreement with this evaluation)*

***\* I will not be submitting a response to this evaluation***\_\_\_\_\_\_\_\_\_\_

**Initials**

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

**Dean’s Signature Date**