

FACULTY ACHIEVEMENT REPORT

COLLEGE OF AGRICULTURE AND LIFE SCIENCES TEXAS AGRICULTURAL EXPERIMENT STATION

The purpose of this achievement report is to provide the faculty member with an opportunity to document performance and accomplishments during the previous 12 months or for the faculty member's professional career. Such documentation provides administrators and peer review committees with a basis for evaluation of employee performance and for recommendations for promotions, tenure and salary adjustments. Faculty should refer to paragraph 6.00 in Experiment Station Rule 12.99.99.A1.01, *Faculty Performance Evaluation*, for criteria on which performance will be evaluated.

This outline of activities is intended to be a checklist to provide for complete and uniform reporting of accomplishments. It is neither all inclusive nor exclusive. Therefore, some items may be omitted and missing items may be added.

This report should be completed by the employee prior to the annual performance evaluation.

Review the entire outline prior to responding to the individual items. Seek clarification on any items which are not clearly understood. Arrangement and categorization of materials within the body of the achievement report is not only helpful to the reviewer, but also aids in documenting accomplishments of the reviewed. Use page numbers in the achievement report to assist the reviewer in the evaluation process.

I. Name: _____

Rank: _____

Unit: _____

Date: _____

Date of appointment or last promotion: _____
(whichever is later)

II. Briefly list education and experience prior to employment at TAMU/Texas Agricultural Experiment Station.

III. Individual's position description. (Should be the product of a joint effort with the unit head. Maximum of ½ page.)

IV. Report of assigned activities. List all data for the reporting period. In instances where an

individual's responsibilities are varied, it is expected that an achievement report will show a rather balanced range of activities. Consequently, it is highly important for reporting to be as complete as possible.

A. Teaching:

1. Percentage budgeted time (list average, high and low for the period).
2. Undergraduate courses (both fixed and variable credit).

<u>Course</u>	<u>Credit Hours</u>	<u>No. Sections</u>
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3. Graduate courses (both fixed and variable credit).

<u>Course</u>	<u>Credit Hours</u>	<u>No. Sections</u>
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4. Direction of graduate students (list number for the period).

- a. Major Professor
- b. Committee Member

M.S. _____	M.S. _____
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M.Ed. _____	M.Ed. _____
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M.Agr. _____	M.Agr. _____
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M.Eng. _____	M.Eng. _____
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Ph.D. _____	Ph.D. _____
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D.Eng. _____	D.Eng. _____
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Ed.D. _____	Ed.D. _____
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- c. Graduate Council representative on Doctoral Advisory Committee.
(Number of students)

- d. Graduate students receiving degrees for which you were major professor. List name, type of degree, and thesis or dissertation title.

- e. Advisor to unassigned graduate students (number).

5. Advisor to University undergraduate fellows (number).

6. Advisor to undergraduate students (average number per year).

7. Teaching improvement activities (short courses, seminars, etc.)
8. Add other activities related to teaching which were not covered previously.

B. Research:

1. Percentage budgeted time (list average, high and low for the period.)
2. List current or recent research project(s) by number, title and duration for which you are/were project leader/coworker. List number of support personnel by title associated with each project.
3. Acquisition of research funds:
 - a. External Funding
 1. List contracts and grants from external sources and indicate the role you served (i.e., principal investigator, coworker, etc.). List title, sponsor, amount of funds and duration. Indicate the total funds for which you are responsible.
 2. List research proposals and project revisions submitted. List name of proposed sponsor, amount of request and title of proposed or continued research.
 - b. Internal Funding
 1. Same as external funding.
 2. Same as external funding.
4. Documentation of research and other scholarly activity. List by category shown below. Use conventional reference citation format.
 - a. Publications (list chronologically within each of the following subsections):
 1. Peer reviewed, refereed journal articles. (Provide status of each journal publication as follows: published (conventional citation with date, page, etc.), in press, or accepted--in revision. Do not include "submitted" or "to be submitted" status.)
 2. Nonrefereed, editor-reviewed journal.
 3. Abstracts and papers.
 - a. Invitational
 - (1.) National level scientific meeting or symposium
 - (2.) Regional or state level scientific meetings
 - (3.) Producer or research-user group meetings

- b. Volunteer
 - (1.) Same as invitational
 - (2.) Same as invitational
 - (3.) Same as invitational
- 4. Conference or symposium proceedings.
- 5. Books or chapters therein written or edited.
- 6. Experiment Station/Extension publications. (Bulletins, miscellaneous publications, progress reports, etc., listed separately.)
- 7. Popular press articles. (Indicate whether written by faculty member or about his/her research.)

Note: Do not list grant or contract reports as publications.

- 5. Technology transfer (exclusive of publications and papers):
 - a. Release of plant and other genetic materials
 - b. Patents
 - c. Computer software
 - d. Other evidence that technology developed by the faculty member is being utilized by industry or producers.
- 6. Service activities: continuing education, Extension or international programs (list activities even if not budgeted):
 - a. Percentage budgeted time (list average, high and low for the period).
 - b. Type of activity and role of individual, e.g., short course, coordinator, workshop participant, field day presenter, etc.
 - c. International program activities. List countries, projects, role of individual and dates.
 - d. Interaction with TCE agents and specialists. Describe type of interaction and/or support to TCE.
- 7. Administrative duties:
 - a. Percentage budgeted time (list average, high and low for the period).
 - b. Type of duties
 - 1. Teaching
 - 2. Research
 - 3. General support
 - c. Committee assignments
 - 1. Department or Center
 - 2. Experiment Station
 - 3. College

4. University

8. Professional, scientific and honor society activities:
 - a. List organizations and type of participation by individual such as offices held, editorial assignment, committees, etc.
 - b. Consulting activities
9. Honors and awards received.

V. Summary of achievement of objectives from plan of work.

This section shall be included as a separate page(s) for the annual performance evaluation and be provided to the unit head. It should cover the previous 12 months.

The faculty member should state each research objective from the previous year's plan of work and briefly describe the significant accomplishments or explain why an objective was not fully achieved