

Department of Art Annual Review of Faculty

1. Tenure-track and tenured Faculty Submit an annual report of their activities of the previous calendar year by the first Monday in the Spring Semester or no later than February 1. The report is submitted using the *Faculty Annual Review Information* form and accompanied with a vitae, and documentation related to exhibitions and publications. Idea forms for the annual period are attached to this portfolio for each faculty by the Art Office.

Clinical and Visiting Faculty submit the same information.

Adjunct faculty submit a teaching portfolio only.

Tenure-track and tenured faculty submit forms and documents through the online faculty community folders in Talent Management. The *Art FES Formatting Document* provides rules for organizing and naming folders.

Adjunct, clinical, and visiting faculty submit forms on a flash drive to the Department office.

2. The DPTAC meets to evaluate the portfolios of tenure-track faculty. They compile comments regarding areas of strength and suggestions for improvement for each faculty member. These comments are added to the portfolios.

3. The Department of Art FES Research Committee meets to review the research & creative activity portfolios of all faculty members. The committee determines the scores on Part II of the *Comprehensive Merit Award System* form.

4. The Department Chair completes parts I, III, and IV of the *Comprehensive Merit Award System* form for each faculty.

5. The Department Chair ranks the faculty based on scores on each section of the form and the overall score.

6. The Department Chair completes *FES Worksheet 1 (Chair's Rating of Faculty Teaching Effectiveness Worksheet)*.

7. The Department Chair completes *FES Summary Report* for each faculty. The score for Category 1 is determined by *FES Worksheet 1 (Chair's Rating of Faculty Teaching Effectiveness Worksheet)*. Category 2 is determined by the faculty members' Idea Forms (student evaluations). Category 3 is determined by the ranking of the faculty based on scores provided by the Department FES Research Committee. Category 4 is determined by the score from part III of the *Comprehensive Merit Award System* form.

8. The Department Chair meets with each individual faculty member to discuss their Annual Report, the scores, and the ranking of the faculty compared with colleagues. The Chair discusses possible ways to improve teaching effectiveness, research and peer reviewed accomplishments, and service to the Department, College, University and Community. Faculty are commended for outstanding performance when it is evident.

9. The required forms are forwarded to the Dean's Office.

Faculty Annual Review Information
College of Fine Arts and Mass Communication
Sam Houston State University

Part I Narrative Description

Name: _____ **Academic Rank:** _____

Department: _____ **Review Period:** _____

Instructions

Describe your activities from the past year in Teaching, Research and Service. Use sentence / paragraph form and be succinct. Limit yourself to no more than one page for each area.

I. ACCOMPLISHMENTS IN TEACHING

- . Briefly describe your accomplishments in the area of Teaching. Teaching may include, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; and supervision of undergraduate and graduate students.

II. SCHOLARLY AND/OR CREATIVE ACCOMPLISHMENTS

- . Briefly describe your accomplishments in the area of Research. Scholarly activities shall be interpreted to include, but are not limited to, production of basic and applied research, writing and publications, creative scholarly grant development, scholarly grant acquisition, presentations to professional and learned societies, and professional development directly related to scholarly and/or creative accomplishments. **Please provide detailed information that describes the overall significance or importance of each accomplishment.**

III. SERVICE

- . Service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and unpaid service beyond the University to the profession, locally, regionally, nationally, and internationally, including academic or professionally-related public service. Activities for which the faculty member received a stipend or release time may not be considered for service activities. Activities that may be considered, but are not limited to, include: •Committee Service •Student Recruitment •Student Advisement •Acquisition of facilities, equipment, and other resources •Appropriate professional development activities •Student mentoring •Student organization(s) sponsorship •Program/curriculum development •Faculty-community collaboration for scholarly research •Faculty-community projects for leadership, economic, or social service development.

Faculty Annual Review Information
College of Fine Arts and Mass Communication
Sam Houston State University

Part II Outline of Activities

Name: _____ Academic Rank: _____

Department: _____ Review Period: _____

Instructions

1. Submit a report of your annual activities using the format suggested by the heading above and the outline below.
2. Type each heading that appears in the outline below. If you did not complete any activities in a given category, type "None" below the heading (indented).
3. Attach documentation of your activities to be reviewed by the Research Committee.
4. See additional instructions at the bottom of the next page.

I. TEACHING EVALUATION

1. **Instructional Assignments** (List course number, title and number of students taught for each course, Fall and Spring).
2. **New Courses, Revisions** (List new courses and courses which you significantly revised by number and title).
3. **Thesis Completion** (List the student name and thesis title for each thesis that was completed).
4. **Graduate Research** (List the student name for each graduate committee membership).
5. **Undergraduate Research** (List the student name and title of the project for each undergraduate research project that was completed). **4 MAXIMUM**
6. **Uncompensated Overloads** (List by course number, title and enrollment each course that you taught as an uncompensated overload).
7. **Awards** (List awards or honors received for teaching).
8. **Attach the summary IDEA forms for the courses that were evaluated.**

II. RESEARCH AND SCHOLARLY ACTIVITY

1. **Peer-reviewed Accomplishments** (List the peer-reviewed publications [see format examples on next page], creative accomplishments, exhibits, etc.).
2. **Submission of Work (Pending and non-accepted** submissions of publications, creative efforts, or other scholarly work for professional peer review).
3. **Scholarly Progress** (Describe progress made on each scholarly project **For each project include support documentation. For example: images of creative work, excerpts of articles or book chapters**).
4. **Conference Presentation** (List the papers read at professional conferences).
5. **Funding Proposals** (List funding proposals submitted by authorship, title, granting agency and amount requested. Indicate the amount of funds received).
6. **Awards** (List any awards received for publications, presentations, or other scholarly efforts).

III. SERVICE

1. **Department** (List committees, special assignments, etc.).
2. **College** (List committees, special assignments, etc.).
3. **University** (List Faculty Senate service, committees, special assignments, etc.).
4. **Profession** (List elected or appointed offices in professional organizations, committees, special assignments, editorships, etc.).
5. **Community** (List uncompensated professional services to the community or region).
6. **Continuing Education** (List uncompensated Continuing Education courses taught).
7. **Departmental Assigned Student Advising** (List the number of undergraduate and graduate students that you advised).
8. **Awards** (List awards or honors received for service).

IV. PROFESSIONAL DEVELOPMENT

1. **Workshop Participation** (List all activities associated with professional development).
2. **Conference Attendance** (List the professional conferences attended).
3. **Other Contributions** (Describe other contributions that improved knowledge or expertise).

FORMAT EXAMPLES

Publications:

Article in Professional Periodical

Author, I.M. 2013. Fifty ways to smash rocks with a ball-pien hammer. *Journal of the American Gravel Association* 52:12-25.

Chapter in a Book

Author, I.M. 2013. Sources of replacement heads and handles for widgets. Pages 65-79 in R.F. Agate and L.M. Stones, editors. *The Allure of the Stupid*. John Wilcox and Sons, Chicago. 349pp.

Book Authorship

Author, I.M. 2013. *The Miracle of Fluvial Deposits*. Slakademic Press, New York. 145 pp.

Book Editorship

Author, I.M. 2013. *Roadside Art Shops and Junk Stores of the United States*. Curio Press, Grit, Texas. 750 pp.

Presentations and Exhibitions:

Author, I.M. The art of selling common stuff to unsuspecting tourist. Curio Dealers Association, Las Vegas Nevada (April, 2013). [poster]

Author, I.M. Pricing Bad Art for sale to the gullible. American Sans-artist Society, Reno Nevada (March, 2013) [oral presentation]

Artist, I.M. The most expensive-looking, but worthless art. Any Old Gallery, New York, New York (July 4 - August 2, 2013) [juried exhibit] [I.P. Freely, Juror]

Faculty should do the following on their FES form and/or supplemental documentation.

1. For exhibitions include:
 - info on jurors for juried exhibitions
 - the number of pieces in exhibitions
 - the title, year, medium, and dimensions for each selected work
2. **Follow the FES format exactly – Incorrectly formatted FES submissions will be rejected**
3. Print out any website pages that document the exhibition as these may not exist later when the FES is being reviewed. Supply information that will allow Exhibitions and Publications to be verified.

Revised April 2019

Adjunct Faculty Annual Review Information
Department of Art
Sam Houston State University

Outline of Teaching Activities

Name: _____

Review Period: _____

I. TEACHING EVALUATION

1. **Instructional Assignments** (List course number, title and number of students taught for each course, Fall and Spring).
2. **Current Resume**
3. **Attach a portfolio (PDF) that includes**
 - **Syllabus for each course (if you teach multiple sections of the same course, submit only one example)**
 - **Project or assignment descriptions given to students**
 - **Examples of student work (jpgs labeled with course and assignment)**

Art FES Formatting Document

Creative Activity/Research Folder

1. LastName_FES2019_ResearchFESNarrative.pdf
2. LastName_FES2019_ResearchFESForm.pdf
3. LastName_FES2019_ResearchSupportDocuments.pdf
 - o Peer-reviewed Accomplishments
 - o Submission of Work
 - o Scholarly Progress
 - o Conference Presentations
 - o Funding Proposals
 - o Awards

Service Folder

1. LastName_FES2019_ServiceFESNarrative.pdf
2. LastName_FES2019_ServiceFESForm.pdf
3. LastName_FES2019_ServiceSupportDocuments.pdf
 - o Department
 - o College
 - o University
 - o Profession
 - o Community
 - o Continuing Education
 - o Department Assigned Student Advising
 - o Awards

Narrative Folder

Narratives for Teaching, Research, and Service should be combined and included in the Narrative folder
LastName_FES2019_Narratives.pdf

Include these as they apply:

- LastName_2019_ThirdYearNarrative.pdf
- LastName_2019_TenureNarrative.pdf
- LastName_2019_PTRNarrative.pdf
- LastName_2019_PostTenurePromotionNarrative.pdf

Supplemental Materials Folder

Include Professional Development materials in the Supplemental Materials Folder. Professional Development could include conference attendance, workshop participation, or other training to enhance Teaching, Research, or Service. If context is needed, include a description of activities in the appropriate narrative. Training required by HR for all employees in Talent Management should not be included.

1. LastName_FES2019_ProfDevFESForm.pdf
2. LastName_FES2019_ProfDevSupportDocuments.pdf

Vita Folder

LastName_2019_CV.pdf (SACS CV)

Teaching Folder

1. LastName_FES2019_TeachingFESNarrative.pdf
2. LastName_FES2019_TeachingFESForm.pdf
3. LastName_FES2019_TeachingSupportDocuments.pdf
 - o Course Syllabi
 - o New Courses – Revisions
 - o Thesis Completion
 - o Graduate Research
 - o Undergraduate Research
 - o Uncompensated Overloads
 - o Awards
4. LastName_FES2019_IDEAForms.pdf
5. LastName_FES2019_PeerObservation.pdf (for TT faculty)
6. LastName_FES2019_Student work.pdf

**COMPREHENSIVE MERIT AWARD
SYSTEM
College of Fine Arts and Mass Communication**

Faculty Member

Faculty Rank

Department: _____

Evaluator: _____

OVERALL SCORE: _____

I. TEACHING EVALUATION

I. TOTAL SCORE: _____

A. Student Evaluations

<i>Points</i>	<i>Basis for Award</i>	<i>Award:</i> _____
1	Evaluations among lowest in department	
2	Evaluations below department average	
3	Evaluations at departmental mean	
4	Evaluations above departmental average	
5	Evaluations among highest in department	

B. Teaching Credit (based total student enrollment in Fall + Spring courses)*

<i>Points</i>	<i>Basis for Award</i>	<i>Award:</i> _____
1	Taught much less than average SCHs	
2	Taught less than average SCHs	
3	Taught average SCH load for department	
4	Taught higher than average SCHs	
5	Taught much higher than average SCHs	

*Note: Lab section enrollments count only if there was no teaching assistant or other instructor assigned. There is no penalty for Reassigned Time or Release Time.

C. Bonus Points

Bonus: _____

- +1 Direction and completion of graduate thesis (per completion)
- +1 Completion of undergraduate research project (per student completion)
4 Maximum and list student name and title of project
- +1 Developed new course (per course)
- +1 Taught above normal number of different preparations
- +1 Taught uncompensated overloads (per uncompensated overload)
- +1 Taught individual instruction courses as add-on to workload (+1 is maximum)

D. Calculation of I. Score: 3 (A Points) + B Points + Bonus Points

II. RESEARCH AND SCHOLARLY ACTIVITY

II. TOTAL SCORE: _____

A. Peer-reviewed Publications, Exhibits, or Other Presentations

<i>Points</i>	<i>Basis of Award</i>	<i>Award:</i> _____
0	Did not participate during evaluation period	
1	Evidence of significant progress on a project	
1	Submission of work(s) for peer review at an off-campus venue (Maximum of 2 submissions)	
3	Publication or presentation of peer-reviewed work(s) in state or regional venue	
4	Publication or presentation of peer reviewed work(s) at national or international venue	
5	Publication or presentation of major, peer-reviewed work (e.g. book, one-person show)	

B. Professional Conference Participation

<i>Points</i>	<i>Basis of Award</i>	<i>Award:</i> _____
0	Did not participate during evaluation period	
1	Attended professional conference(s); did not present or exhibit	
2	Attended professional conference(s); single presentation or exhibit at state or regional venue	
3	Attended professional conference(s); single presentation or exhibit at national or international venue	
4	Multiple presentations at conferences; at least one presentation at national or international venue	
5	Multiple presentations at conferences; more than one presentation at national or international venue	

C. Funding for Scholarly Activity

<i>Points</i>	<i>Basis of Award</i>	<i>Award:</i> _____
0	Did not participate during evaluation period	
1	Submitted proposal(s); requests less than/equal to \$10K	
2	Submitted proposal(s); request less than/equal to \$20K	
3	Submitted proposal(s); request less than/equal to \$50K	
4	Submitted proposal(s); request less than/equal to \$100K	
5	Submitted proposal(s); request greater than \$100	

D. Bonus Points

		<i>Bonus:</i> _____
+1	Received award from professional society for any publication or presentation (per award)	
+1	From 2-3 presentation or exhibits in categories A3-A5	
+1	Received grant/contract for \$10K or less	
+1	More than 3 presentation or exhibits in categories A3-A5	
+1	Received grant/contract for \$10K - \$20K	
+1	Received grant/contract for \$20K - \$50K	
+1	Received grant or contract for \$50K - \$100K	
+1	Received grant/contract for \$100K or more	

E. *Calculation of II. Score:* 2 (A Points) + B Points + C Points + Bonus Points

III. SERVICE

III. TOTAL SCORE: _____

A. Service to the Department Award: _____

B. Service to the College of Arts and Sciences Award: _____

C. Service to the University Award: _____

D. Service to the Profession Award: _____

E. Service (professional capacity) to the Community Award: _____

A-D Points	Basis for Award
0	Does not participate in a significant manner
1	Minor involvement for rank
2	Some participation, but below expectations for rank
3	Average involvement for rank
4	Above average involvement for rank
5	Significant contribution

F. Served as a departmental assigned academic advisor Award: _____
List number of students advised per semester

G. Bonus Points Bonus: _____
+1 Appointed Office
+2 Elected Office
+1 Taught uncompensated Continuing Education Course

H. Calculation of III. Score: A Points + B Points + C Points + D Points + Bonus Points _____

IV. PROFESSIONAL DEVELOPMENT

IV. TOTAL SCORE: _____

A. Professional Development (Bonus Points Only)

Points	Basis for Award
0	No evidence of formal professional development
+1	Participation in an off-campus professional workshop or short course to enhance teaching skills or research expertise
+1	Presenter of professional workshop or short course; effort involving 4 or fewer hours of lecture or demonstration
+2	Presenter of professional workshop of short course; effort involving more than 4 hours of lecture or demonstration
+1, +2	Contributes to the academic program in significant ways not covered by form

Faculty Acknowledgment:

I have been provided a copy of this evaluation and have discussed this evaluation with my departmental chair.

Faculty Signature

Date

Faculty Comments:

II. RESEARCH AND SCHOLARLY ACTIVITY

II. TOTAL SCORE: _____

A. Peer-reviewed Publications, Exhibits, or Other Presentations

<i>Points</i>	<i>Basis of Award</i>	<i>Award:</i>
0	Did not participate during evaluation period	_____
1	Evidence of significant progress on a project	
1	Submission of work(s) for peer review at an off-campus venue (Maximum of 2 submissions)	
3	Publication or presentation of peer-reviewed work(s) in state or regional venue	
4	Publication or presentation of peer reviewed work(s) at national or international venue	
5	Publication or presentation of major, peer-reviewed work (e.g. book, one-person show)	

B. Professional Conference Participation

<i>Points</i>	<i>Basis of Award</i>	<i>Award:</i>
0	Did not participate during evaluation period	_____
1	Attended professional conference(s); did not present or exhibit	
2	Attended professional conference(s); single presentation or exhibit at state or regional venue	
3	Attended professional conference(s); single presentation or exhibit at national or international venue	
4	Multiple presentations at conferences; at least one presentation at national or international venue	
5	Multiple presentations at conferences; more than one presentation at national or international venue	

C. Funding for Scholarly Activity

<i>Points</i>	<i>Basis of Award</i>	<i>Award:</i>
0	Did not participate during evaluation period	_____
1	Submitted proposal(s); requests less than/equal to \$10K	
2	Submitted proposal(s); request less than/equal to \$20K	
3	Submitted proposal(s); request less than/equal to \$50K	
4	Submitted proposal(s); request less than/equal to \$100K	
5	Submitted proposal(s); request greater than \$100	

D. Bonus Points

		<i>Bonus:</i>
+1	Received award from professional society for any publication or presentation (per award)	_____
+1	From 2-3 presentation or exhibits in categories A3-A5	
+1	Received grant/contract for \$10K or less	
+1	More than 3 presentation or exhibits in categories A3-A5	
+1	Received grant/contract for \$10K - \$20K	
+1	Received grant/contract for \$20K - \$50K	
+1	Received grant or contract for \$50K - \$100K	
+1	Received grant/contract for \$100K or more	

E. Calculation of II. Score: 2 (A Points) + B Points + C Points + Bonus Points

**Art Department
FES Rating System**

Rating number

5	(4.1-5.0)	Outstanding
4	(3.4-4.0)	Very good
3	(3.0-3.3)	Good
2	(2.5-2.9)	Minimally Acceptable
1	(1.0-2.4)	Unsatisfactory

Attachment 1

FES SUMMARY REPORT

Teaching effectiveness ratings are weighted averages and should be recorded to the nearest tenth. Ratings by the students and chair should be weighted equally (each comprises 50% of the teaching activity score). The remaining activity areas are each to be evaluated as a whole. For example, scholarly and/or creative accomplishments (FES 3) should be evaluated and assigned an overall rating from 1 to 5. The weights for each of the categories vary depending upon each faculty member's normative teaching load as described in Table I.

Faculty Member's Workload Assignment (check one):

- Normative nine credit hours per semester
- Normative twelve credit hours per semester

FES Category	Rating	x	Weight	=	Score
1. Chair's Rating of Teaching Effectiveness	_____	x	_____	=	_____
2. Students' Rating of Teaching Effectiveness	_____	x	_____	=	_____
3. Scholarly and/or Creative Accomplishments	_____	x	_____	=	_____
4. Service	_____	x	_____	=	_____
Sum of Scores - FES 5					_____

*Weights for each category area are determined by referencing Table I of this policy.

The signatures below indicate only that the department/school chair and faculty member met to discuss the faculty member's annual evaluation pertaining to APS 820317 and does not necessarily indicate the faculty member's concurrence with the same.

Chair's Signature: _____

Faculty Member's Signature: _____

Date: _____

Attachment 2

FES 1 WORKSHEET

Chair's Rating of Faculty Teaching Effectiveness Worksheet

Faculty Member's Name: _____

Identification Number: _____ Date: _____

Using the guidelines in Section 2 of APS 820317 and/or the appropriate college/department/school criteria, please document evidence/rationale for the chair's rating of teaching effectiveness score listed below. The broad categories listed in Section 2.02 are reproduced for your convenience.

Professionalism

Content and Pedagogy

Other

Chair's Rating of Teaching Effectiveness: _____