

Student Evaluations/Learning Assessments _____
(Comments)

Student teaching evaluations are kept on file by the Department of Entomology. Faculty should provide commentary on their evaluations to assist the Department Head in making an accurate assessment of these evaluations.

Documentation of methods and outcomes of course learning assessments associated with specific course objectives.

Teaching Improvement Activities _____
(e.g. teaching portfolios, peer evaluation, workshops, short courses)
(Comments)

Development or revision of teaching portfolios (document level of change from the previous year and meetings with CTE in executing this activity)

Workshops, short courses, etc (list by title, location, date(s), and total hours/days of participation)

Peer evaluation (describe and provide documentation)

Other

Graduate Student Advisory Committees _____
(Comments)

Provide information regarding:

Graduate advising:

Doctoral committees (chaired, co-chaired, and membership by student name). For each provide starting date and expected completion date.

Master's committees (chaired, co-chaired, and membership by student name). For each provide starting date and expected completion date.

Theses and dissertations completed (list all theses and dissertations completed during the reporting Year by student) and indicate current status of graduate (employment, postdoc, other) as possible

Indicate exceptional performance of students (awards, recognitions, and other noteworthy items)

Where appropriate.

Other Undergraduate/Graduate _____
Recruitment and Advisory Activities
(Comments)

Formal advising and counseling of students. As applicable, list approximate numbers of students and any other pertinent data.

Formal recruitment activities. As applicable, list presentations and other activities (with date, location/audience) with any other pertinent data.

Teaching Recognition/Awards _____
(Comments)

Formal recognitions/awards through student organizations, department, college, university, etc. For each, list the name of the award and the awarding group/agency.

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|-----------------|-----------|----------|-----------|----------|----------|----------|
| RESEARCH | NO | U | NI | S | G | E |
|-----------------|-----------|----------|-----------|----------|----------|----------|

Research Goals/Accomplishments/Impacts _____
 (Comments)

Faculty should list specific research goals for the reporting year (which should have been listed in the previous year’s Annual Plan of Work), describe accomplishments associated with each goal, and the specific impact of each accomplishment on advancement of the discipline, in solving an important problem, in benefiting a specific clientele, etc. Impacts should be quantifiable as best possible.

| Research Goal | Accomplishments | Impacts |
|---------------|-----------------|---------|
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| | | |

Grant Proposal Activity _____
 (Comments)

Grants and Contracts, both submitted and awarded during the reporting year, should include names of all PIs, the funding agency, duration of the award, and total amount of the award. The amount under your individual management should also be included. Discrepancies with TAES/RF reporting (<http://agcg.tamu.edu/> and specifically <http://agcg.tamu.edu/TAES%20Award%20Summaries/FY06TAESAwardsReports/ENP.HTML>) should be resolved prior to submission of your documentation.

Publications, Presentations, and Patents _____
 (Comments)

Publications should be categorized as peer-reviewed, editor-reviewed, or not reviewed. Within each category, full citations should be provided, and each manuscript delineated as “published”, “in press”, or “submitted” (with complete reference information). Works “in preparation” should be placed in the “Plan of Work” and not in the “Faculty Achievement Report.”

Presentations should be categorized as organizational (of conferences, symposia, or workshops), invited, or submitted. Documentation by date, location, meeting/conference/symposium sponsor, and presentation title should also be included.

Documentation of all Intellectual Property Activity.

Collaborations _____
 (Comments)

List collaborations (by collaborator name and institution) and briefly describe activities during the reporting year.

Professional Improvement _____
 (Comments)

Describe professional development activities (by activity, date(s) and location)

Research Recognition/Awards _____
 (e.g. invitational addresses, university
 and professional awards, etc.)
 (Comments)

Invited peer- or editor-reviewed publications should be documented by full citations, inviter, and status (as “published”, “in press”, or “submitted.”) Works “in preparation” should be placed in the “Plan of Work” and not in the “Faculty Achievement Report.”

Invited presentations should be categorized as organizational (of conferences, symposia, or workshops), invited, or submitted. Documentation by date, location, meeting/conference/symposium sponsor inviter, and presentation title should also be included.

Formal recognitions/awards through student organizations, department, college, university, etc. For each, list the name of the award and the awarding group/agency.

| SERVICE | NO | U | NI | S | G | E |
|----------------|-----------|----------|-----------|----------|----------|----------|
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Academic, Research, Extension

Departmental
 (Comments) _____

Describe departmental service activities (by activity, date(s) and location). It is beneficial to indicate leadership roles and whether the position was elected or appointed. Do not list membership on committees that have not met during the reporting year.

TAMUS (TAES, TCE, TAMU,
 Other Departments)
 (Comments) _____

Describe TAMUS service activities (by activity, date(s) and location). It is beneficial to indicate leadership roles and whether the position was elected or appointed. Do not list membership on committees that have not met during the reporting year.

International
 (Comments) _____

Describe International service activities (by activity, date(s) and location). It is beneficial to indicate leadership roles and whether the position was elected or appointed. Do not list membership on committees that have not met during the reporting year.

Professional
 Comments) _____

Describe International professional activities (by activity, date(s) and location). It is beneficial to indicate leadership roles and whether the position was elected or appointed. Do not list membership on committees that have not met during the reporting year.

Document all manuscript and grant review activities by journal, agency, panel, etc.

OTHER COMMENTS

You may provide any other information you believe beneficial in accurately portraying your activities during the year.

The following statement will be placed on each performance evaluation document completed by the Department Head. Your signature is a confirmation of receipt and not necessarily on agreement of scores.

I acknowledge receipt and approval of The Annual Plan of Work, and receipt of this evaluation document. I further acknowledge that my signature does not necessarily indicate my concurrence with the evaluation results.

Unit Head _____ **Date** _____

Faculty Member _____ **Date** _____