

**FACULTY SERVICE REVIEW FORM
CALENDAR YEAR _____**

The Faculty Service Review Form is intended to provide the necessary background information needed for annual performance evaluation by the unit head and to provide the information needed by the college and experiment station administration for annual accountability reporting. This form should be completed for the period of January 1-December 31 of the calendar year just completed. Criteria for annual evaluation are detailed in the personnel document for the college.

I. Appointment

Name:

Rank:

Department:

A. Date and rank of first appointment:
(Year of your first appointment)

B. Date of appointment to present rank:
(Year of your first appointment in present rank)

C. Years of service in present rank, including the present year:

D. Teaching, research and service or extension assignments by year (as determined on your annual assignment not as budgeted within the unit). Attach your annual departmental plan of work for the calendar year just completed.

% Teaching/Advising	% Research	% Extension	% Service	% Administration

II. Teaching and Advising - If none, check here.

A. Highlight your most significant accomplishments in teaching and advising this year.

B. Courses taught by semester.

Semester	Course	Number	Title	Enrollment

C. Master’s or doctoral students directed but not yet finished.

Name	Degree	Expected Completion Date

D. Master’s or doctoral students directed who completed their degree requirements during the calendar year.

Name	Degree	Completion Date

E. Master’s or doctoral committee memberships.

Name	Dept	Degree	Expected Completion Date

F. Advising - Please attach your advising credit tabulation if utilized in your unit. Include total number of undergraduate students advised.

G. Teaching effectiveness, innovation and improvement.

1. For each course taught, please provide the mean of the core medians as reported on your student evaluation ratings summary. Use the last available evaluation for each course if not previously reported.

Course Number	Semester Year	Mean of core medians

2. Please provide information illustrating teaching or advising effectiveness such as honors or awards, student accomplishments and other recognitions, as well as efforts to improve your instruction such as workshops attended, classroom innovations, and teaching portfolio development. Indicate any courses developed for distance education delivery that details electronic format used, locations of delivery and audience.

H. Other instructional or advising activities

Describe other instructional and advising activities such as student club advising, special problems directed, honors students supervised or guest lectures. List any publications or presentations related to your teaching appointment. Please indicate if the publication was peer reviewed.

I. Teaching Publications

Include only those articles related to your teaching that have been published, submitted or in press. Articles submitted or in press should be indicated as such. Do not submit articles in preparation.

1. Books and book chapters

2. Refereed publications

Include only publications having an external peer review.

3. Papers and reports

Include abstracts and papers presented at professional meetings if published in proceedings, journal or other source. If peer reviewed, please indicate as such. List technical reports prepared for funding agencies or research contractors.

4. Other publications

Include other non-refereed publications and articles.

J. Presentations related to your teaching activities at state, regional, national and international professional meetings. *Please indicate if this was an invited presentation.*

K. Patents, copyrights, intellectual property and licenses applied for or received.

L. Other creative endeavors. List other creative endeavors such as shows, displays or other creative activities related to your teaching activities.

M. Teaching support

1. Grants awarded

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

2. Grants pending

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

3. Grants submitted but not funded

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

4. Internal grant support

List internal grant support such as matching funds, incentive grants or other direct support to your teaching program.

Title	Source	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

5. Gifts and gifts-in-kind to your teaching program.

Title	Agency/Source	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

III. Research, Publications and Other Creative Activities - If none, check here.

A. Research Accomplishments

Briefly summarize your primary research accomplishments for the calendar year for each of your major research activities. Indicate any honors, awards or recognitions received for your research.

B. Research Significance and Impact

For current research projects where you have significant results to report or as specific research activities are completed, provide a summary of the impact of your research. Impact statements will be used for development of annual research highlights and for promotional materials throughout the year. *Guidelines for development of an impact statement are available under Policies and Guidelines for Publications on the Communication Services homepage.*

<http://arkansasagnews.uark.edu/394.htm>

C. Research Publications

Include only those articles about your research that have been published, submitted or in press. Articles submitted or in press should be indicated as such. Do not submit articles in preparation.

1. Books and book chapters

2. Refereed publications

Include only publications having an external peer review. For AES publications, include only AES Research Bulletins not Research Series or other non-refereed AES publications.

3. Papers and reports

Include abstracts and research papers presented at professional meetings if published in proceedings, journal or other source. If peer reviewed, please

indicate as such. List technical reports prepared for funding agencies or research contractors.

4. Other publications

Include other non-refereed publications and articles.

D. Presentations of your research at state, regional, national and international professional meetings. *Please indicate if this was an invited presentation.*

E. Patents, copyrights, intellectual property and licenses applied for or received. List plant varieties or germplasm released and software developed.

F. Other creative endeavors. - List other creative endeavors such as shows, displays or other creative activities related to your research appointment.

G. Research support

1. Grants awarded

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This Year

2. Grants pending

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

3. Grants submitted but not funded

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

4. Internal AES grant support

List internal AES grant support such as matching funds, research incentive grants, animal health grants or other direct AES support to your research program.

Title	Agency/AES	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

5. Gifts and gifts in kind to your research program.

Title	Agency/Source	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

H. Interdisciplinary research

List interdisciplinary research activities and collaborations that contribute to your overall research program. Indicate all formal regional research collaborations such as participation in regional research projects, information exchange groups and other formal research collaborations.

IV. Extension - If none, check here.

- A. Extension Accomplishments – Briefly summarize your primary Extension accomplishments for the calendar year for each of your major Extension activities. Indicate any honors, awards or recognitions received for your Extension programs.
- B. Extension Significance and Impact – For current Extension projects where you have significant results to report or as specific Extension activities are completed, provide a summary of the impact of your Extension activities. Impact statements will be used for development of annual Extension highlights and for promotional materials throughout the year.
- C. Program Planning – Describe planning efforts used to determine program content and priorities and highlight the outcomes. Include names of participants and methods used i.e. formal needs assessments, surveys, planning committees, existing data.
- D. Faculty and Staff Training/Assistance – Includes educational activities conducted using a direct contact or electronic method to teach or assist Extension personnel. Includes both group and individualized training.
- E. Implementation and Evaluation of Educational Programs – Activities designed to teach Extension clientele using a direct contact method, such as educational meetings, workshops, tours, field days, etc.
 - 1. Individual Activities in Support of Educational Programs
 - a. Activities with Major Leadership Roles
 - b. Individual Presentations (county, state, and/or regional meetings, etc.)
 - c. Other Program Support
 - 2. Publications and Materials Developed in Support of Educational Programs

- a. List Extension publications by author, title, and type of publications (circulars, leaflets, fact sheets, or miscellaneous publications). Indicate whether you wrote the original manuscript, made a major revision, minor revision, adapted, or had it printed with permission.
- b. List education materials prepared. Include short courses, leader guides, information sheets, newsletters, and specially prepared handouts.
- c. Mass media communications (Print, radio, TV, web-based media).
- d. Development of computer software (Indicate: original, revised or adapted)
- e. Teaching aids (video tapes, slide sets, suitcases, etc.). Prepared for use by Extension faculty Indicate: original, revised, adapted.)
- f. Innovations in teaching and program development (describe all aspects of program.)
- g. Educational poster presentations and exhibits at local, state or regional sites for Extension clientele.
- h. Refereed publications (Include only publications having an external peer review)

F. Financial Support of Extension Activities

1. Grants awarded

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

2. Grants pending

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

3. Grants submitted but not funded

Title	Agency	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

4. Internal CES grant support

List internal CES grant support such as matching funds, research incentive grants, animal health grants or other direct CES support to your Extension program.

Title	Agency/CES	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

5. Gifts and gifts in kind to your Extension program.

Title	Agency/Source	Years Funded	Total Amt.	Annual Amt.	My Share \$ This year

G. Collaborations within Extension and with other groups. Actions to establish and enhance mutual support among individuals, groups and organizations that have related responsibilities, resources and/or audiences. Includes collaboration with other faculty and the supervisor in the planning unit, cooperation with faculty in other disciplines, collaboration and scheduling with district Extension directors and county faculty, administratively assigned committees, joint programming with University colleagues and cooperation with other agencies and organizations that have programs and responsibilities for mutual audiences.

1. Collaboration and Cooperation within Extension Only (Extension initiative teams, State O-Rama planning committees and administratively appointed committees.)
2. Collaboration and Cooperation with other colleagues within the University of Arkansas System (Commodity Committees, other interdisciplinary/departmental groups.)
3. Collaboration and Cooperation with industry on behalf of Extension.

H. Extension Presentations, Professional Development & Awards

1. Paper/oral presentations delivered at professional meetings (associations, societies, etc.). Indicate whether state, regional, national, or international and type of meeting.
2. Poster presentations delivered at professional meetings (societies, etc.). Indicate state, regional, national, or international and type of meeting, shared authorship and presenter of paper if appropriate.
3. List abstracts or proceedings publications in professional publications.
4. Professional Improvement Activities. Includes workshops/conferences attended and not listed elsewhere.

- a. List professional improvement activities on official Extension time.
 - b. List professional improvement activities not on official Extension time.
- I. Patents, copyrights, intellectual property and licenses applied for or received. List plant varieties or germplasm released and software developed.

V. Service – your committee work, membership in professional organizations, etc.

- A. Highlight your significant contributions to service including the significance and impact of your service.
- B. Service to the university, Division of Agriculture, college or department (include committee memberships and other identified service functions. Please indicate if you serve as chair of the committee).
- C. Service to professional organizations (include offices held, committee appointments, journal editorships, manuscript reviews and other direct service to your professional organization).
- D. Direct service to people, communities and other client groups directly related to your professional responsibility. Include service programs and consultation with institutions, local communities, and government agencies. Describe the service responsibility, client group or stakeholders, major collaborators, contribution made by you and impact from the activity. List activities and locations.

VI. Administrative Responsibilities - If none, check here.

- A. Briefly describe scope of supervisory assignment and percent administrative appointment.
- B. Personnel supervised in terms of FTE's and institutional locations.

Faculty

Number	FTE's	Location(s)

Non-Classified Staff

Number	FTE's	Location(s)