

**Promotion Documentation Format and Guidelines**

**FACULTY SERVICE REVIEW FORM  
FOR PROMOTION**

The Faculty Service Review Form is intended to provide the necessary background information needed for promotion evaluation. It is very important to follow the Faculty Service Review format and guidelines.

**I. Appointment**

Name: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Department: \_\_\_\_\_

A. Academic year and rank of first appointment \_\_\_\_\_  
(Year of your first appointment)

B. Academic year 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, extension and service assignments by semester (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.)

Semester	% Teaching	% Research	% Extension	%Service
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**II. Teaching and Advising**

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 who completed their degree requirements during the \_\_\_\_\_ calendar year

Name	Degree	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. Master's or doctoral committee memberships

Name	Degree	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. Advising  
Please attach your advising credit tabulation if utilized in your unit.

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.

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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.

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**III. Research**

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.

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B. Research Significance and Impact

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

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C. Research Publications

Include only those articles 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

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2. Referred publications

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

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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.

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4. Other publications

Include other non-referred publications and articles written for the popular press.

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D. Presentations at State, Regional, National, and International Professional Meetings.

Please indicate if this was an invited presentation.

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

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F. Other creative endeavors

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

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G. Research support

1. Grants awarded

Title	Agency	Years funded	Total amt.	Annual amt.	My share
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Grants pending

Title	Agency	Years funded	Total amt.	Annual amt.	My share
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. Grants submitted but not funded

Title	Agency	Years funded	Total amt.	Annual amt.	My share
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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.

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

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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.

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**IV. Extension**

A. Program Planning- Includes all work involved in planning with others to determine content, priorities, and emphasis of the unit's Extension programming. Includes planning activity with leaders and clientele group Extension faculty, county Extension Councils and program area/issue committees, Extension staff committees, etc. List activities, dates and locations

1. Planning with agents and program councils/committees

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2. Planning with clientele/agencies/organizations

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3. Extension issues/initiatives planning

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4. Interdisciplinary planning

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5. Specialist-initiated program planning

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B. Faculty and Staff Training/Assistance- Includes educational activity conducted using a direct contact method to teach or assist Extension personnel. Includes responding to internal requests by individual office conference and correspondence.

1. Group Training

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2. Individualized Training and Response to Faculty and Staff

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C. Implementation and Evaluation of Education Programs Directed to Extension Clientele (non-Extension personnel) - Activity designed to teach Extension clientele (non-Extension personnel) using a direct contact method, such as educational meetings, workshops, tours, field days, etc. Includes indirect program support directed toward educational program (preparation and dissemination of newsletters, publications and teaching materials, and mass media usage.).

1. Individual Activities

(a) Activities with Major Leadership Roles (e.g., short course coordinator, conference chair, workshop organizer, field tour coordinator, or camp director.)

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(b) Individual Presentations (county, state, and/or regional meetings, etc.)

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(c) Other Program Support

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2. Publications and Educational Support Materials Developed

(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. (Attach up to a maximum of 5 examples.)

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(b) List articles in Research bulletins or reports written.

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(c) List educational materials prepared. Include short courses, leader guides, information sheets, newsletters, and specially prepared handouts. (Attach up to a maximum of 3 examples.)

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(d) Print media articles in newspapers and popular press. (Attach up to a maximum of 2 examples.)

(1) Individual Articles Written

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(2) Article Interviews

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(e) Television and radio presentations

(1) Interviews Given

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(2) Scripts Written or Tapes Prepared

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(f) Development of computer software (indicate: original, revised, or adapted.)

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(g) Teaching aids (videotapes, slide sets, suitcases, etc.). Prepared for use by Extension faculty (Indicate: original, revised, adapted.)

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(h) Innovations in teaching and program development (describe all aspects of program.)

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(i) Poster presentations and exhibits at local, state, or regional sites to Extension clientele.

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3. Demonstrations, Dissemination, or Validation of New Technology to Clientele.

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4. Program evaluation - The efforts related to evaluation/reporting of activities/programs, assisting with evaluation of agent progress toward goal achievement in county plans of work and special evaluation programs such as impact studies. (Attach up to a maximum of 3 examples).

(a) Evidence of Program Impact

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(b) Evidence of Effective Teaching Skills

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D. Financial Support of Extension Activities- Includes financial and/or material support, to maintain liaison with sponsors in securing and continuing support for Extension educational programs and activities (demonstrations, materials and other organizational needs, 4-H activities, leader/cooperator recognition.)

1. Grants/contracts funded — brief title, sponsor, funding level, project duration, and your role in the project.

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2. Grants/contract proposals submitted but not funded.

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3. Gifts- brief description, donor, funding level, and your role in acquiring. Include "in kind" gifts.

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- E. Collaboration and Cooperation for Educational Programs 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 specialists and the supervisor in the planning unit, cooperation with specialists 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.)

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2. Collaboration and Cooperation with other colleagues within the University of Arkansas System (Commodity Committees, other inter-discipline/departmental groups.)

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3. Collaboration and Cooperation with industry and with other colleagues within the University System on behalf of Extension.

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F. Professionalism and Service

1. Membership and leadership roles in professional organizations and societies.

Membership in Organization	Leadership Role (Officer, Committee Chair, Committee Service, etc.)	Date	Local, State, Regional, National, International
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List service, other than Extension, on committee, departmental, center, school, college, division or other university committees, or special assignments

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

3. List service, to Extension, on committees or special assignments

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

4. Graduate Faculty Status?

Yes  No  Which Department? \_\_\_\_\_

5. Consulting Activities (provide nature of assignment, organization, location, and dates.)

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

6. Professional Improvement Activities. Include workshops/conferences attended and not listed elsewhere.

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\_\_\_\_\_  
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a. List professional improvement activities on official Extension time.

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b. List professional improvement activities not on official Extension time.

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7. Course completed beyond last degree since last promotion.

Date	Course Title	Hours Granted	Sponsoring Institution
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

8. Awards and Recognition - Individual or team honors/awards received since last promotion. (Describe honor/award, year received, name of organization, whether local, state, regional, national, or international.)

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**V. Service**

A. Highlight your major contributions to service including the significance and impact of your service.

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B. Service to the university, college or department (include committee memberships and other identified service functions. Please indicate if you serve as chair of the committee.)

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C. Service to professional organizations (include offices held, committee appointments, journal editorships, manuscript reviews and other direct service to your professional organization.)

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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 yourself and impact from the activity.

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Approval Form for Promotion for non-Tenure Faculty

Date: _____
Location: _____
Name of Applicant: _____
Department: _____
Present Academic Rank: _____
Nomination for Promotion in Rank to: _____

A.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Chair of the Department Committee (for the committee)	_____ Date
Department Committee Results: Number of Positive Votes: _____ Number of Negative Votes: _____	

B.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Department Head (if appropriate)	_____ Date

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Section Leader (if appropriate)	_____ Date

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ State Leader (if appropriate)	_____ Date

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Center Director (if appropriate)	_____ Date

C.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Chair of Division of Agriculture Non-Tenure Committee (for the committee)	_____ Date
Department Committee Results: Number of Positive Votes: _____ Number of Negative Votes: _____	

D.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Associate Vice President - Research (if appropriate)	_____ Date

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Associate Vice President – Extension (if appropriate)	_____ Date

E.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
_____ Vice President for Agriculture (if appropriate)	_____ Date