**EAS FACULTY PROMOTION AND ANNUAL REPORT TEMPLATE**

The information contained in this document is paraphrased and condensed to assist you in constructing your annual report and promotion document.

Please review all information included in this file as well as associated links and webpage references (they contain full instructions for requirements and formatting of your promotion document).

For additional instructions please the College of Science Policies and Procedures Manual

Section V. Tenure and Promotion Policies and Procedures.

https://www.science.purdue.edu/for-faculty-staff/resources

Page 1 of the document should be left blank as the Dept is responsible to complete the Form 36 and add it to the front of the document.

All other pages should have a footer with the last name of the candidate followed by the number of the page in the lower right. In the lower left should be the department name. The Table of Contents should be the first page of your document starting with page 2. The Table of Contents must be formatted to automatically update as page numbers change.

**Earth and Atmospheric Sciences Smith - 2**

**REMINDERS**:

The entire document should be written in the third person.

Example: Smith has been very productive in securing outside research funding.

Publications: Primary author should be indicated with an asterisk. If you want to include notations for students or post-docs in your lab, please include a key such as:

\* = Primary author

underlined = Student author (you are the advisor or a member of their graduate committee)

For students that you have mentored as a member of their committee but who are not in the EAS Department, please use a unique superscript and add it to this key.

Example:

Smith, J.+

+ = Physics, Purdue

Jones, P#

#= Geology, Indiana Univ

 P = Post-doc

Page 2 should be the Table of Contents

**FORMAT TEMPLATE: It might be helpful to cut and paste Sections I-VI into a new document to serve as a template. ITEMS SHOWN IN RED ARE INSTRUCTIONS and should be removed from your final document.**

-------------------Beginning of document template for cutting and pasting----------------------

I. General Information

 A. Education (include your PhD. advisor’s name)

 B. Previous Positions

 C. Present Position

 D. Awards and Honors

 E. Professional and Scholarly Associations

 F. Other items unique to the person or Department

II. Teaching

A. Teaching Assignments at Purdue (A table format is suggested. Present the most recent 3-5 years by semester. Summarize older data by grouping, if appropriate. Do not try to show 10-15 years by semester. Use the narrative to indicate teaching commitment over time).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester & Year | Course Number,Credit Hr., & Type | Title of Course | No.of Students | StudentClassification |

B. Selected Discussion of Courses Include innovation, significant impact on curriculum, or other evidence of impact on undergraduate education. Some examples include:

* incorporation of field trips or other experiential learning components
* service learning
* handled large enrollment class or laboratory without a TA
* new or substantially revised course

C. Course Evaluations

1. Student Evaluations

Provide data as far back as feasible to show trends. Do NOT include student comments.

Required text follows (updated information will be provided by Assistant to Head):

The tabular information below was taken from the answers to the following two questions:

 Overall, I would rate this instructor as:

 Overall, I would rate this course as:

A score of 5.0 is Excellent, 4.0 is Good, 3.0 is Fair, 2.0 is Poor, and 1.0 is Very Poor. For comparison, our departmental averages for all EAS faculty instructors for the past 10 years are: 3.98 for undergraduate non-major courses, 4.42 for undergraduate major courses, and 4.70 for graduate courses. Departmental averages for all EAS courses for the past 10 years are: 3.76 for undergraduate non-major courses, 4.26 for undergraduate major courses, and 4.54 for graduate courses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester and Year | Course # | Title of Course | # Responding/ # Enrolled | I rate this instructor | I rate this course |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. Peer Evaluation

The summary section should be included here, not the entire peer evaluation. Please include the name of the faculty member conducting the evaluation and the date.

III. Other Contributions to Undergraduate Education (Supervision of undergraduate research should be included here. Numbers or lists of undergraduates doing projects in a lab and a brief overview of the types of projects should be included. Counseling, being a faculty fellow, etc., can also be included here).

**Advising undergraduate researchers or Honors students: (copy and repeat as needed):**

**Undergraduate Researcher or Honors Students advised:**

Name of student:

College undergrad or high school student:

Undergrad Researcher or Honors Student:

Dates:

Name of Project:

Project awards/recognitions:

List any publications from this project:

IV. Creative Endeavor, Research, Scholarship

1. Discussion (research discussion should be 3-6 pages; include some mention of the impacts of the research)

B. Publications

 Please include this key at the beginning of section B:

\* = Primary author

**Bolded** = candidate

P = Post-doc

underlined = Student author (you are the advisor or a member of the graduate committee)

For students that you have mentored as a member of their committee but who are not in the EAS Department, please use a unique superscript and add it to this key.

Example:

Smith, J.+

+ = Physics, Purdue

Jones, P#

#= Geology, Indiana Univ

A list of tiered (ranked) journals in the candidate’s field will be provided by the Assistant to the Head.

1. a. Refereed journals and book chapters (list with the most recent publications first

 and number each publication)

 1.)

 2.)

b. Refereed conference proceedings (list with the most recent first)

 1.)

 2.)

1. a. Refereed journals and book chapters (in press) and number each publication

 1.)

 2.)

b. Refereed conference proceedings (in press) (number each publication)

 1.)

 2.)

1. a. Refereed journals and book chapters (submitted) (number each publication)

 1.)

 2.)

b. Refereed conference proceedings (submitted) (number each publication)

 1.)

 2.)

4. Non-refereed books and book chapters, etc. (number each publication)

 1.)

 2.)

5. Non-refereed books and book chapters, etc. (in press) (number each publication)

 1.)

 2.)

C. Invited Lectures (number each publication)

 1.)

 2.)

D. Other Presented Papers (number each publication)

 1.)

 2.)

E. Other Professional Activities

F. Interdisciplinary Activities (include info about collaborations outside of dept, etc.)

G. Funding

1. Discussion of support

2. Funding table

The presentation of funding history has a required format as shown below and final data will be completed by the Business Office-you will have the opportunity to review and amend.

Note that grants will be presented in reverse order: PAST, PRESENT, PENDING

Sample data show in table.

|  |
| --- |
| **PAST** |
| **SMITH****Role** | **Sponsor Name** | **Title** | **Start Date** | **End Date** | **$ Awarded to SMITH / Total** |
| PI | NSF | Tectonics Investigation in Indiana | 06/01 | 12/03 | $10,000 / $50,000 |
| **PRESENT** |
| Co-PI | USGS | Geology of the US | 06/08 | 05/10 | $20,000 /$500,000 |
| **PENDING** |
| PI | NSF | Weather Forecasting and Tornado Safety  | 01/10 | 12/11 | $50,000 /$100,000 |

H. Evidence of Involvement in Graduate Research Program

1. Number of M.S. and Ph.D. students graduated (include the name, degree and year of graduation for each student)

2. Current graduate and postdoctoral students (include the name and level (i.e., post doc, PhD or MS) for each student)

V. Service

A. Discussion of Service

B. Department (committee memberships, mentoring activities (faculty, post-docs), alumni events, student recruiting, development events, diversity initiatives, etc.)

C. College (committee memberships, College Center Director, diversity events, etc.)

D. University (committee memberships, diversity events, University Center Director, Teaching Academy mentoring program, etc.)

E. Professional (journal editorial boards, study sections, proposal and journal review panels, consulting, national/government committees, national organization officer or meeting organizer, public policy activities etc).

F. Public Outreach (or other items as appropriate)

V. Goals for 2011-12

A. Discussion of Goals

VI. External Referees (this section to be prepared by PAC and Department admin; not needed for the annual report)

A. Credentials

B. Excerpts and letters

C. Copy of letter soliciting external comments