██ FES Summary Report
(Including FES 5 and FES X Scores)

1.06 Should a faculty member receive an administrative FES X assignment (see APS 790601), the faculty member will receive a separate evaluation for the FES X assignment by the supervisor of the assignment as well as the FES 5 evaluation. The weights for FES 1, 2, 3, and 4 are not adjusted and the faculty member receives an FES 5-based merit recommendation as if he/she does not have a separate FES X assignment. In a like manner, the faculty member's performance of the FES X responsibility is evaluated and a merit recommendation is made as if the FES X assignment is the faculty member's sole responsibility. The final merit recommendation is the weighted average of the two merit recommendations.

The weight for FES X is the proportional reduction in the teaching load and the weight for FES 5 is one minus the sum of all FES X weights. If a faculty member had no release time, enter "0" for FES X Total Release Weight and Weighted FES X

Faculty Member's Workload Assignment (check one)

_____ Normative nine credit hours per semester

_____ Normative twelve credit hours per semester

.3334 FES X Total Release Weight (from ██ FES X Summary Report)

FES Category	Rating x	Weight =	Weighted Score
1. Faculty Sum of Scores (FES 5)	██	.666	██

1-FES X Total Release Weight (from above) **.3334** = FES 5 Weight **.666**

2. Total Weighted FES X Score (from ██ FES X Summary Report) ██

Sum of Weighted FES 5 Score & Total Weighted FES X Score ██

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: ████████

▮ **FES X Summary Report**

The weight for FES X is the proportional reduction in the teaching load (FES X weight equals hours released divided by normative hours per year.) and the weight for FES 5 is one minus the sum of all FES X weights.

Faculty Member's Workload Assignment (check one)

___✓___   Normative nine credit hours per semester (18 hours/year)

_____   Normative twelve credit hours per semester (24 hours/year)

Faculty Member's Reassigned Time FTE and Description

1. Description: ▮▮▮▮▮▮▮▮▮▮ _____

   Hours Released: __3__ / Yearly Load: __18__ = FES X Weight: __.1667__

   FES X Score: __▮__ X FES X Weight: .1667 = Weighted FES X Score: ▮▮▮

2. Description: ▮▮▮▮▮▮▮▮▮▮ _____

   Hours Released: __3__ / Yearly Load: __18__ = FES X Weight: __.1667__

   FES X Score: __▮__ X FES X Weight: .1667 = Weighted FES X Score: ▮▮▮

3. Description: _____

   Hours Released:_____ / Yearly Load: _____ = FES X Weight: _____

   FES X Score: _____ X FES X Weight: _____ = Weighted FES X Score: _____

Total Weighted FES X Score (Sum of all weighted scores): ▮▮▮

Total FES X Release Weight (Sum of all FES X Weights): __.3334__

Faculty Name ▮▮▮▮▮▮▮▮ _____

(Attach memos from supervisors of reassigned time.)

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	.20	=	▮
2. Students' Rating of Teaching Effectiveness		x	.20	=	
3. Scholarly and/or Creative Accomplishments		x	.40	=	
4. Service		x	.20	=	
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 sa▮

Chair's Signature: ▮

Faculty Member's Signature: ▮

Date: ▮

Faculty Annual Review Information

████████████████████████

Sam Houston State University

Review Period: January 1, 2017 – December 31, 2017

Name: ██████████

Academic Rank: ████████████   **Department:** ████████████

Instructions

Provide a record of your annual activities by inserting your information into the format below. Do not alter this form by rearranging or truncating the categories or by deleting any of the instructions. Any FES information not following the format will not be counted.

Include a response to every query. If you did not complete any activities in a given category, simply keep the default "None" for that item and proceed to the next entry.

Attach the first page of the IDEA summary forms and all reprints/off prints for published works except books. For books, attach a copy of the title page and the table of contents.

I. **TEACHING EVALUATION (Note: This year please separate your on-campus and online courses when reporting your IDEA scores)**

    1. **Instructional Assignments**

        A. Classroom courses:
        List course number, title, number of students taught, and the higher of the Raw or Adjusted IDEA Summary Evaluation for each on-campus course you taught, Fall and Spring semesters)

        Spring 2017: ████████████████████████████, completed the semester with 20 students, 14 students completed evaluation; IDEA Summary Evaluation: **5.0**

        Spring 2017: ██████████████████████, completed the semester with 29 students, 15 students completed evaluation; IDEA Summary Evaluation: **5.0**

        Fall 2017: ████████████████████████████████ —
        co-taught with ██████████████████; IDEA Summary Evaluation: **n/a**

        B. Online courses:
        List course number, title, number of students taught, and the higher of the Raw or Adjusted IDEA Summary Evaluation for each online course you taught, Fall and Spring semesters)

        Fall 2017: ██████████████████████, completed the semester with 11 students, 4 students completed evaluation; IDEA Summary Evaluation: **3.9**

        Fall 2017: ████████████████████████, completed the semester with 1 student; IDEA Summary Evaluation: **n/a**

        Fall 2017: ██████████████████████████████
        completed the semester with 4 students; IDEA Summary Evaluation: **not made available**

NOTE: Two students completed the evaluation, but I am not permitted to view the results: "This course section did not receive the minimum number of responses required for viewing reports. This threshold has been set by your university administrator."

2. **New Courses, Revisions** - (List new courses and courses which you significantly revised by number and title.)

    Fall 2017: ███████████████████████████████ significantly revised course; also, first time course was online

    Fall 2017: ███████████████████████ incorporated Slack as new course discussion system; set up peer review system for writing assignments

3. **Academic Community Engagement (ACE) Courses** - (List ACE courses which you offered.)
    None

4. **Student Advising** - (Number of undergraduates and graduate students that you advised.)
    None

5. **Thesis Completion** - (List the student name and thesis title for each thesis that was completed.)

    ███████████████████████████████████████ MA Thesis, successfully defended on June 7, 2017. [Served as primary thesis director]

6. **Graduate Research** - (List the student name for each graduate committee membership.)
    None

7. **Graduate Student Publications** - (List the student name and the complete citation (as below) for each publication on which a graduate student whom you supervised was an author. If the student is no longer at SHSU, please identify the student as a 'former student.')
    None

8. **Graduate Student Conference Presentations** - (List the student name and the complete citation (as below) for each conference presentation on which a graduate student whom you supervised was an author.)
    None

9. **Graduate Student Achievements** - (List the student name and the achievement (i.e. award, job placement, admission to doctoral program, etc.) for students whom you supervised.)

    Wrote recommendation letter for ████████ (SHSU MA ██████████); admitted to Ph.D. program in ████████████ at ██████████████.

10. **Undergraduate Research** - (List the student name and title of the project for each undergraduate research project that was completed.)
    None

11. **Undergraduate Student Publications** - (List the student name and the complete citation (as below) for each publication on which an undergraduate student whom you supervised was an author. If the student is no longer at SHSU, please identify the student as a 'former student.')

    ██

12. **Undergraduate Student Conference Presentations** - (List the student name and the complete citation (as below) for each conference presentation on which an undergraduate student whom you supervised was an author.)

██

██

██

13. **Undergraduate Student Achievements** - (List the student name and the achievement (i.e. award, job placement, admission to graduate program, professional examination success, etc.) for students whom you supervised.)

Wrote recommendation letter for ████████████████████████; admitted to MA program ████████████
   NOTE: Depending on the source, ████████████ is ranked between #6-11 in the country for MA programs ███████

Wrote recommendation letter for ███████████████████████; admitted to MA program ████████████
   NOTE: ████████████ is ranked #12 in the country (*US News & World Report*) for MA programs ██████

Wrote recommendation letter for ████████████████; admitted to MA program in ███████████████
   NOTE: Depending on the source, ████████████ is ranked in the top 25 in the country for MA programs ████████████ at least one ████████ ranks it in the top 5.

Wrote recommendation letter for ████████████████████████; admitted to ████████████████████████
   NOTE: ████████ is ranked #13 in the country ████████████ for graduate schools in █████

Wrote recommendation letter for ██████████████; admitted to all three law schools to which he applied; matriculated to ████████████████████
████████
   NOTE: ████████████ is ranked #46 in the country ████████████

Wrote recommendation letter for ████████████████████████
████████, applying to graduate school; *awaiting decision*

Wrote recommendation letter for ██████████████████████, applying to for scholarship in her Ph.D. program at ██████████████, *awaiting decision*

Wrote recommendation letter for ████████████████████████████████ applying to graduate school; *awaiting decision*

14. **Uncompensated Overloads -** (List by course number, title, and enrollment each course that you taught as an uncompensated overload.)
None

15. **Awards -** (List awards or honors received for teaching.)
None

16. **Professional Development—Teaching -** (List by activity, title, inclusive dates, and purpose)
None

17. **Attach the first page of the summary IDEA forms for the courses that were evaluated.**

II. RESEARCH AND SCHOLARLY ACTIVITY

Peer-reviewed Accomplishments - (List the peer-reviewed publications, creative accomplishments, exhibits, etc. under the following categories. Be sure to list each accomplishment under the exact category in which it belongs and in only one category. For example, if an article was submitted, accepted, and published during 2013, list the article only under the **PUBLISHED** heading. Be sure to provide complete citations, including all authors in the exact order that they appear on the publication and your position in the authorship, dates, venue, title, **page numbers**, and publication information. Attach reprints/off prints of all published works except books. For foreign language publications please present both the original title and a title translated into English). **If the information is incomplete you will not receive credit for the publication on your FES.**

1. PUBLISHED (In Print) If any publication resulted from prior presentations at professional meetings, list under the publication the conference event, paper title, and date of the presentation.
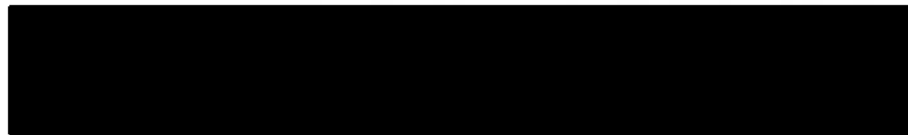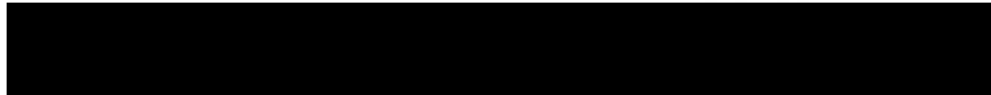
a.	**Books**	**None**
b.	**Textbooks**	**None**
c.	**Edited Books**	**None**
d.	**Chapbooks**	**None**
e.	**Articles**	

██████████████████████████████████

██████████████████████

f.	**Book Chapters**	**None**
g.	**Monographs**	**None**
h.	**Conference Proceedings**	**None**
i.	**Dictionary/Encyclopedia**	**None**
j.	**Poems**	**None**
k.	**Short Stories**	**None**
l.	**Creative Nonfiction Essays**	**None**
m.	**Book Reviews**	**None**
n.	**Creative Works** (Not poems, essays, or stories)	**None**

o.   **Textbook Revisions**   None
p.   **Other (Please be as specific as possible)**
                     None
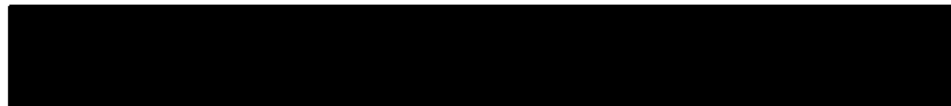
2. ACCEPTED for Publication

a.   **Books**   None
b.   **Textbooks**   None
c.   **Edited Books**   None
d.   **Chapbooks**   None
e.   **Articles**

f.   **Book Chapters**   None
g.   **Monographs**   None
h.   **Conference Proceedings** None
i.   **Dictionary/Encyclopedia** None
j.   **Poems**   None
k.   **Short Stories**   None
l.   **Creative Nonfiction Essays** None
m.   **Book Reviews**   None
n.   **Creative Work (Not poems, essays, or stories)**
                     None
o.   **Textbook Revisions**   None
p.   **Other (Please be as specific as possible)**
                     None

3. SUBMITTED for Publication

a.   **Books**   None
b.   **Textbooks**   None
c.   **Edited Books**   None
d.   **Chapbooks**   None
e.   **Articles**

f.   **Book Chapters**   None
g.   **Monographs**   None
h.   **Conference Proceedings** None
i.   **Dictionary/Encyclopedia** None
j.   **Poems**   None
k.   **Short Stories**   None
l.   **Creative Nonfiction Essays**   None
m.   **Book Reviews**   None
n.   **Creative Work (Not poems, essays, or stories)**   None
o.   **Textbook Revisions**   None
p.   **Other (Please be as specific as possible)**

None

4. **NON PEER REVIEWED Publications (In Print only)**
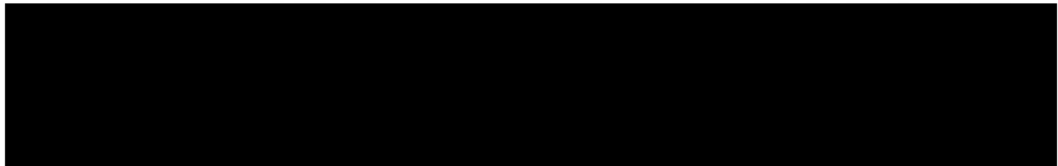
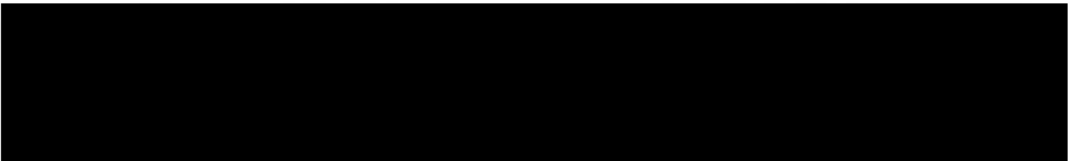|		
a.	Books	None
b.	Textbooks	None
c.	Edited Books	None
d.	Chapbooks	None
e.	Articles	

███████████████████████████████████████

f.	Book Chapters	None
g.	Monographs	None
h.	Conference Proceedings	None
i.	Dictionary/Encyclopedia	None
j.	Poems	None
k.	Short Stories	None
l.	Creative Nonfiction Essays	None
m.	Book Reviews	None
n.	Creative Work (Not poems, essays, or stories)	None
o.	Textbook Revisions	None
p.	Other (Please be as specific as possible)	None

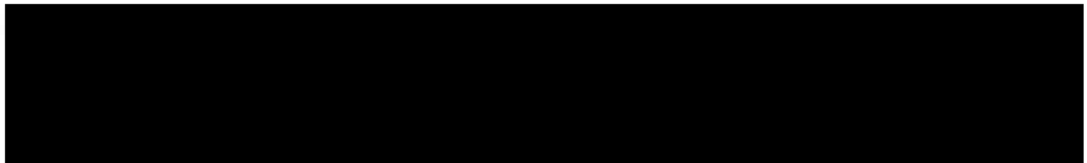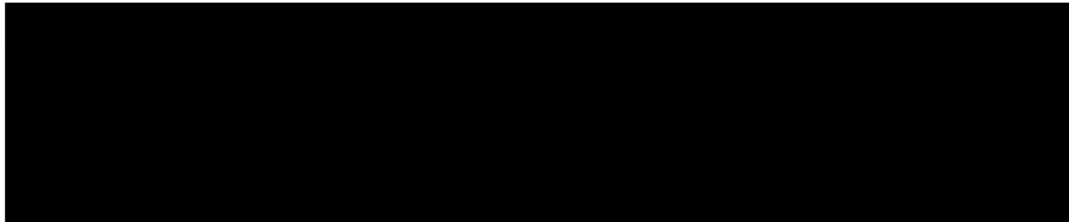5. **Scholarly Progress** - (Describe progress made on each scholarly project.)

[1] ██████████████████████████████████████

[2] ██████████████████████████████████████

[3] ██████████████████████████████████████

[4] ██████████████████████████████████████

[5] ██████████████████████████████████████

[6] ████████████████████████████████████

[7] ████████████████████████████████████

[8] ████████████████████████████████████

[9] ████████████████████████████████████

6. Conference Presentation - (List the papers read at professional conferences. Be sure to provide complete citations, including all authors in the exact order that they appear on the presentation and your position in the authorship, dates, venue, and title. Attach a copy of the program cover page and the page listing your presentation. **If the information is incomplete you will not receive credit for the presentation on your FES.**)

████████████████████████████████████

7. Conference Attendance - (List the professional conferences attended.)

████████████████████████████

8. Funding Proposals - (List funding proposals submitted by authorship and title. Indicate the amount of funds requested, and if funded, the amount of funds received. Indicate your role on the grant, e.g. Principal Investigator, Co-Investigator, Subcontractor, Consultant; the duration of the grant; the total amount of the grant; the portion of that amount for which you are responsible (if you are the PI, it will be the total amount); and the granting agency. **If the information is incomplete you will not receive credit for the grant on your FES.**

      a. Internal Grants—Submitted   **None**

      b. Internal Grants—Funded   **None**

      c. External Grants—Submitted   **None**

      d. External Grants—Funded
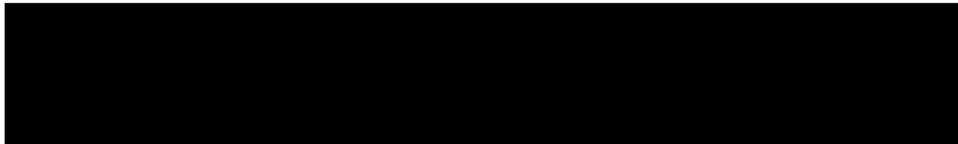
9. Awards (List any awards received for publications, presentations, or other scholarly efforts.)
None

10. Professional Development—Research (list by activity, title, inclusive dates, and purpose)
None

III. SERVICE
(Be sure to indicate if you are the chair of a committee.)

1. Convocations and Commencements Attended (List the college Honor's Convocations and Commencement exercises attended during 2017)

   ████████████████████████████████████

2. Department (List committees, special assignments, etc.)

   [1] ████████████████████████████████████

   [2] ████████████████████████████████

   [3] ██████████████████████████████████

   [4] ██

   [5] ████████████████████████

   [6] ██████████████████████████████

   [7] ████████████████████████████████████

3. College (List committees, special assignments, etc.)

   [1] ██████████████████████████████████████

   [2] ██████████████████████████████████████

4. University (List Faculty Senate service, committees, special assignments, etc.)   **None**

5. Community (List uncompensated professional service to the community or region.)   **None**

6. Continuing Education (List uncompensated Continuing Education courses taught.)   **None**

7. Awards (List awards or honors received for service.) **None**

8. Professional (List in detail elected or appointed offices in professional organizations, committees, special assignments, etc.)
   a. Officer in state and regional organization   **None**
   b. Board member in state and regional organization   **None**

c. Officer in national and international organizations

[REDACTED]

d. Board member in national and international organizations

[REDACTED]

[REDACTED]

9. Editorships (List in detail any positions as editor or associate editor that you held during the calendar year.)
   a. Editor of journal   **None**
   b. Associate/assistant editor or editorial review board for journals

[REDACTED]

10. Other SHSU, Community, or Professional service not presented above - (List in detail the service activity, e.g. ad hoc reviewer for *Journal of Arcane Trivia* (3 manuscripts).)

SHSU

[REDACTED]

[REDACTED]

Professional

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

IV. ANNUAL INDIVIDUAL PROFESSIONAL EVALUATION

According to University Policy, as part of the annual FES process, a faculty member shall prepare and submit to the department chair/coordinator a written individual professional evaluation. This self-evaluation should contain statements identifying an individual's strengths and weaknesses, and it should specify plans for the upcoming academic year aimed at strengthening the faculty member's performance. These statements shall be retained in the faculty member's file and become part of the information base for the periodic review.

[REDACTED]

V. DUTIES AS

VI. DUTIES AS ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Sam Houston State University
Huntsville, TX 77341-██████

Phone: ██████
Email: ██████
Web: ██████

ACADEMIC APPOINTMENTS

Sam Houston State University, Associate Professor.
██████████████████

███████████████████████████████████

████████████████████████

████████████████████

████████████████████████

EDUCATION

Ph.D., █████████████████████████
█████

M.A., ████████████████████████
█████

B.A. ████████████████████ *cum laude.*
████████████

PUBLICATIONS

PEER-REVIEWED ARTICLES AND BOOK CHAPTERS

██

██

███████████████████████████████████

██████████████████████████████

███████████████████████████████

ARTICLES AND CASE STUDIES [NOT REVIEWED]

FUNDED RESEARCH

CONTRACTS AND GRANTS AWARDED

██

██

██

████████████████████████████████████

██

██

PROPOSALS SUBMITTED

██

██

██

██

██

COURSES TAUGHT

SAM HOUSTON STATE UNIVERSITY
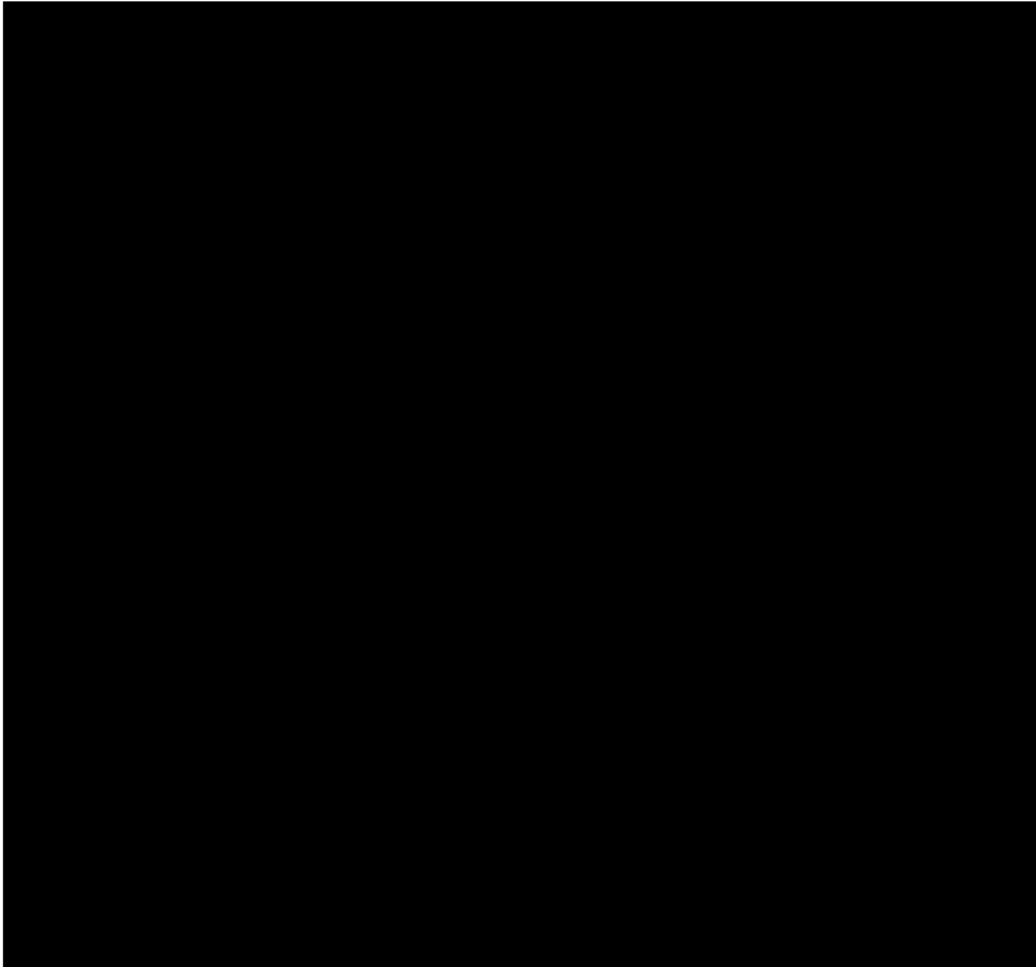
GRADUATE STUDENTS

SAM HOUSTON STATE UNIVERSITY
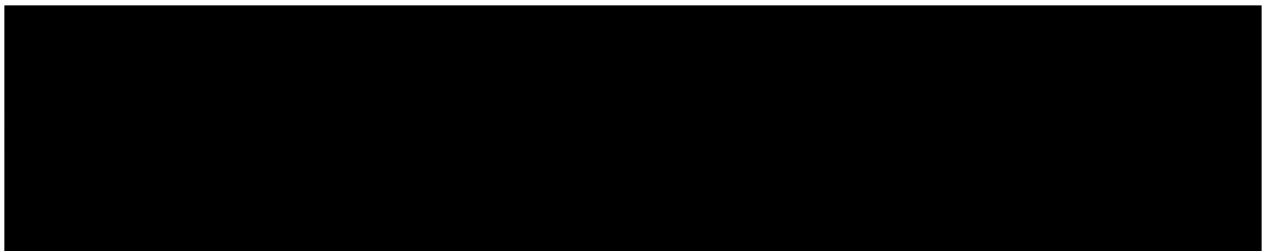
ACADEMIC PRESENTATIONS

PROFESSIONAL CONFERENCES

INVITED TALKS AND PRESENTATIONS

HONORS AND AWARDS

███

██

██

SERVICE TO THE PROFESSION

ADMINISTRATIVE POSITIONS

███

EDITORSHIPS AND EDITORIAL BOARDS

███

COMMITTEES

██████████████████████████████████████

REFEREE ACTIVITY

███

███

PROFESSIONAL ORGANIZATION MEMBERSHIP

███

SERVICE TO THE UNIVERSITY

ADMINISTRATIVE POSITIONS
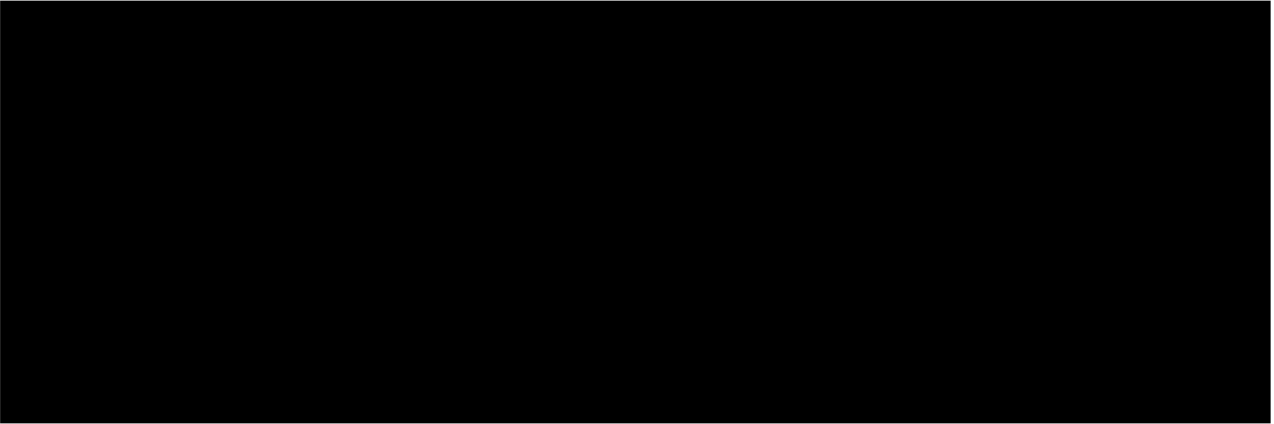
COMMITTEES

OTHER PROFESSIONAL DEVELOPMENT