

Annual Report Information Form
School of Technology
Department of _____
Academic Year 2006-2007

Introduction: The purpose of the annual evaluation process is to provide faculty with overall criteria for the organization and presentation of their major accomplishments (milestones) in teaching, research and service, which is the trilogy required for excellence in the academy. Preparation of portfolios annually, at the time of evaluation, is the precursor to the portfolio designed for tenure, promotion and post-tenure review. All accomplishments should be listed.

Name:
Department:
College/School:
Rank:
Tenure Status:

Date:
Phone #:
Email:
No. of Years at NC A&T:

CURRENT CURRICULUM VITAE

DEGREES/POST DOCTORAL STUDIES/CERTIFICATES HELD

Name of Degree/Post Doctoral Studies/Certificates	Year of Award	Name of the University

PROFESSIONAL APPOINTMENTS

Professional Appointments	Year of Award	Name of the University

TEACHING EXCELLENCE

COURSES TAUGHT

Courses	Semester/Year	Name of the University
“attach syllabus for each course as documentations”		

NEW COURSES DEVELOPED

Courses	Semester/Year	Name of the University

COURSES REVISED

Courses	Semester/Year	Name of the University

TEACHING EVALUATION – MEAN SCORES

Mean Scores	Semester	Year
Ex. MFG 495	Fall	2006

STUDENT ADVISEMENT/MENTORING

No. of Students	Name of Program	Type of Activity	Semester/Year
Name of Student	Ex. Project Lead the Way	Ex. Research Internship	Fall 2006

CHAIRING DOCTORAL DISSERTATIONS

No. of Doctoral Dissertations	Semester/Year
Student’s Name—“Dissertation Committee & Proposal Form”	

CHAIRING MASTER’S THESES/PROJECTS

No. of Master’s Theses/Projects	Semester/Year
Student’s Name –“MS Thesis/Project Title & Proposal Form”	

TEACHING AWARDS RECEIVED

University/School/National/International	Semester/Year

STUDENT RESEARCH PROGRAMS

Organized	Semester/Year
Ex. LSMAMP	

Funded	Semester/Year
Ex. DoD-Army, NASA, NSF, etc.	

CRITERIA	S U P E R I O R	A B O V E A V E	A V E R A G E	M A R G I N A L	U N S A T I S	N O T A P P L I C	N O T O B S E R V
Teaching Performance							
A. Exhibits knowledge of subject matter.							
B. Makes effective use of teaching aids.							
C. Demonstrates skill in oral and written communication.							
D. Conducts effective student evaluations.							
E. Participates in departmental and interdepartmental activities.							

RESEARCH, SCHOLARLY AND CREATIVE ACTIVITIES

PEER REVIEWED ARTICLES:

Name of Reviewed Articles	Publication	Date of Publication	Total
Author(s). Article Title. (exactly as it appears in the journal)	Journal .Vol: pages.	Year	

MANUSCRIPTS SUBMITTED TO REFEREED JOURNALS:

Name of Reviewed Articles	Publication	Date of Submission	Total
Author(s). Article Title. “attach acknowledgment letter from editor as evidence”	Journal Name		

NON PEER REVIEWED ARTICLES:

Name of Non Peer Reviewed Articles	Publication	Date of Publication	Total
Author(s). Title.			

BOOKS

Name of Books	Publication	Date of Publication	Total
Author(s). Name of Book.	Place: Publisher’s Name	Year	

BOOK CHAPTER

Name of Book Chapters	Publication	Date of Publication	Total
Author(s). Chapter Title	Name of Book. Place: Publisher's Name	Year	

ABSTRACTS/PRESENTATIONS

Name of Abstracts/Presentations	Publication	Abstracts/Presentations Date	Total
Author(s). Abstract Title.	Journal or Conf. Program Abstract	Date. Place	

TECHNICAL REPORTS

Name of Technical Reports	Publication	Date of Reports	Total

CONFERENCE PROCEEDINGS

Name of Conference Proceedings	Publication	Date/Place of Proceedings	Total
Author(s). Title.	Name of Proceedings	Date. Place	

GRANT AWARDS

Name of Grant Awards	Amount of Grant	Date of Award	Total
Grant Title; Role(ex. PI/Co-PI); Funding Agency	(Annual Amount); Total Amount	Duration (start-end dates)	

PROPOSALS SUBMITTED (CONTINUATION)

Name of Proposals		Date	Total

PH.D.'S /GRADUATED

Name	Degree (Ph.D.)	Award Date	Total
Student's Name		Month/Year	

REFEREED JOURNALS EDITORIAL BOARDS

Name of Editorial Boards		Date	Total

CRITERIA	S U P E R I O R	A B O V E A V E	A V E R A G E	M A R G I N A L	U N S A T I S	N O T A P P L I C	N O T O B S E R V
Research Performance and/or Professional Growth							
A. Demonstrates ability to design and implement projects.							
B. Demonstrates ability to plan and implement funded research.							
C. Publishes research reports and other materials.							
D. Engages in professional growth.							
E. Participates in professional and learned societies.							

SERVICE AND PROFESSIONAL ACTIVITIES

INTERNAL

University/School/Department Committees Chaired	Semester/Year

University/School/Department Committees Membership	Semester/Year

Workshops, Forums Conferences Chaired	Semester/Year

Sponsor Student Activities – Organizations, Associations (identify)	Semester/Year

EXTERNAL

Professional Public Service	Semester/Year
1. Committee Member, Professional/Scientific Society	
2. Panelist (ex, NIH, NSF, USDA, DOE, etc.)	
3. Peer Reviewer (refereed journals; grant proposals-external)	
4. Judge, Science Fairs	

Community Board Services	Semester/Year

Consultancy	Semester/Year
(Paid or unpaid)	

Accreditation Reviews	Semester/Year
Ex. NCATE, SACS –external	

CRITERIA	S U P E R I O R	A B O V E A V E	A V E R A G E	M A R G I N A L	U N S A T I S	N O A P P L I C	N O O B S E R V
Service to the University and Community							
A. Contributes to student activities and programs.							
B. Contributes to University committee assignments.							
C. Contributes to administrative assignments.							
D. Contributes to programs to serve University clientele.							
E. Contributes to community (Outside the University).							