**Annual Review Template**

**RSENR – 2020-2021**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To streamline the process of annual evaluations, this template provides a format to highlight your successes and document your efforts over the past year in a way that is intended to be simple, equitable, and transparent. You will be evaluated on the basis of our existing criteria and effort distribution outlined in the *current* RSENR Workload Guidelines.

Please fill out this form to the best of your ability, for the moment excluding the AD and Reviewee comments sections. Add your last name to the final name and return the completed form to Chelsea.Davison@uvm.edu by 3 May 2021. Chelsea will reach out to you to arrange a 1/2h review meeting with Breck and Jen. Prior to this meeting Breck and Jen will add centrally compiled metrics and brief comments to the AD section and send the template back to you at least a day ahead of our scheduled meeting. Ideally our discussion together will go beyond the template to discuss how best to achieve our common goals. You may elect to react to our AD comments and/or the review meeting in the Reviewee Comments. Please send the completed template back to Chelsea within 3 days after our review meeting together. The completed template will serve as the record of our review.

**Teaching and Advising:** *Workload Assigned: \_\_\_\_\_\_%*

**Accomplishments:** What would you like us to know about your *teaching and advising* efforts over the last year? You do not need to write a lot of narrative; bullet points are fine.

**Teaching**: Summary of Primary Teaching assignments and evaluations

**Instruction** in regular academic courses that are taught “on-load”



Sum of SCH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sum of your Instructional CEs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective % FTE based on CEs: \_\_\_\_\_\_\_\_\_\_\_\_

(1CE = 8% FTE Professors and 12.5% FTE Lecturers)

*AD Comments*:

*Reviewee Comments*:

**Academic Advising** i.e., Advising students about their program of academic study and assisting them in course and program selection.



Sum of your Advising CEs (cannot exceed 1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*AD Comments*:

*Reviewee Comments*:

**Research:** *Workload Assigned: \_\_\_\_\_\_%*

**Accomplishments:** What are the accomplishments this past year that give you the greatest satisfaction, the greatest impact, or that you are most proud of? Brief, bulleted statements are preferred. Three or four are fine.

* Key accomplishment #1
* Key accomplishment #2
* Key accomplishment #3

**Please provide the following information:**

*A list of the peer-reviewed works (journal articles, books, essays, etc.) that you published last year.*

*A list of all proposals you submitted last year. Provide a title, the sponsor, and the proposed amount. Indicate if the proposal is awarded, in review, or declined. Indicate if you are the Lead PI or a co-PI.*

*A list of other creative works that you produced last year in the realm of scholarship, including by not limited to interviews, films, music, art, opinion pieces, etc.*

*AD Comments*:

*Reviewee Comments*:

**Service:** *Workload Assigned: \_\_\_\_\_\_%*

Summary of internal and external service. Service commitments cannot exceed 20% FTE unless additional service as a Program Director or other administrative service is required.

**Accomplishments:** What would you like us to know about your university service, committee assignments and involvement in service activities over the last year?

***Community/University/Professional Service Activity***

Note: List only service activities that are considered part of the assigned workload.

All faculty are expected to serve on at least 1 RSENR or UVM committee*.*



*Tell us about other official obligations you may have:*  From time to time special Service obligation will arise (e.g., a UVM Presidential Fellowship, President of a Professional organization). This situations will be addressed on a case by case basis. Directorships of Centers and Institutes should be negotiated into official position descriptions with Administrative efforts not accounted for here.

**Equity and Inclusion:**

In what ways did you actively and effectively promote and engage in DIVERSITY and CULTURAL PLURALISM, on campus, and within the Rubenstein School in the past calendar year (including undergraduate and graduate student recruiting and mentoring)?  Please refer to your response to the Equity Assessment questions (included in e-mail with last year's survey response).

**Overall Summary**

Teaching and Advising %FTE \_\_\_\_\_\_\_\_

Research %FTE \_\_\_\_\_\_\_\_

Service %FTE \_\_\_\_\_\_\_\_

Administrative Assignment %FTE \_\_\_\_\_\_\_\_

**TOTAL %FTE** *(sum to 1)* **\_\_\_\_\_\_**