**COLLEGE OF EARTH AND MINERAL SCIENCES**

**Annual Faculty Evaluation for Tenure-Line Faculty**

The Tenure-Line Faculty Activity Summary (TLFAS) is intended to give all EMS tenure-line faculty members the opportunity to describe their contributions to teaching, research, and service. The TLFAS is used to assess tenure-line faculty performance during each calendar year and to determine annual merit salary raises.

The categories included in the TLFAS are designed to ensure that all faculty members can report and be evaluated on the full range of their contributions. Therefore, the list of categories is intended to be comprehensive. Faculty should not expect to have contributions in every category of the TLFAS.

The Tenure-Line Faculty Activity Summary is the opportunity for tenure-line faculty members to provide three sets of information to the College.

1. The “Self-Assessment” section is an opportunity for tenure-line faculty to place their contributions into perspective by providing brief narratives of their most rewarding accomplishments for the year and their goals for the next year.
2. The Synthesis of Teaching, Research, and Service sections are where tenure-line faculty report their activities and products in these three core areas.
3. The “Looking Forward” section requests faculty input on the conduct and strategic directions of the College and its departments and institutes. Tenure-line faculty are also given the opportunity to submit confidential comments, concerns and suggestions to the Dean.

***NOTE: If a section/sub-section is not applicable delete the section.***

**College of Earth and Mineral Sciences**

**Tenure-Line Faculty Activity Summary**

**Calendar Year 20\_\_**

**NAME:**

**TITLE:**

**DEPARTMENT:**

**I. SELF-ASSESSMENT (maximum of 2 pages, including this page)**

*1.1 Help EMS, your department, and your fellow faculty members to celebrate your successes by identifying any honors, awards, and/or elections to professional offices during this calendar year.*

*1.2 Please provide a summary of any other significant accomplishments this calendar year that may not be fully evident from the list of activities reported in Section 1.1 and elsewhere in this activity summary, including additional details concerning courses (particularly innovative approaches attempted, explanation of SEEQ scores, teaching releases, sabbaticals, etc.)*

*1.3 Describe your personal goals for the coming year. Include any contributions to the mission and current strategic objectives of the College, your department or your institute, including how your research, teaching, and service contributed to EMS and Penn State’s commitment to diversity, equity, inclusion, and belonging (DEIB).*

**II. TEACHING AND LEARNING SCHOLARSHIP**

**List of courses taught for credit** (Include semester and year, course name and number, section, credits, enrollment, any co-instructors, and mode of instruction (resident, online, blended)

**List of SEEQ scores**

**Self-reflection**

**List of non-credit instruction taught**

**Description of new courses and/or programs developed**

**Contributions to undergraduate programs** (include advising responsibilities, supervision of undergraduate research, projects or theses, field courses, teaching materials developed, evidence of teaching effectiveness, mentoring activities, etc.)

**Contributions to graduate and postdoctoral programs** (include advising and supervision responsibilities, graduate students completing degrees [name and thesis title], teaching materials developed, membership on graduate degree committees, field courses, evidence of teaching effectiveness, mentoring activities, publications by advisees for which faculty member is not a co-author, postdoctoral scholars, etc.)

**Course-related and course-integrated instructional activities** (other than contributions listed above)

**Contracts and grants (include dates) involving the scholarship of learning**

*Awarded*

*Pending*

*Not Funded*

**III. THE SCHOLARSHIP OF RESEARCH AND CREATIVE ACCOMPLISHMENTS**

**Research and scholarly refereed publications** including journal articles, book chapters, data sets, and other refereed publications (title, co-authors, publisher or journal, pages, date or DOI)

**Other scholarly publications** (including non-refereed book chapters, non-refereed symposia contributions, reports to sponsors, book reviews, published datasets, or other reports)

**Manuscripts accepted for publication** (not yet published)

**Manuscripts submitted for publication** (not yet accepted)

**Manuscripts in progress** (not yet submitted; provide title, author(s), and intended journal)

**Presentations, seminars, and workshops** (indicate if invited, if conducted outside the US, and leadership roles in workshops)

**Projects, grants, commissions, and contracts**

*Awarded*

*Pending*

*Not Funded*

**Patents, product development and technology transfer** (including outreach, software development, and other activities using the faculty member’s expertise)

**Record of impact to society of research scholarship and creative accomplishment**

**Record of pursuit of advanced degrees and/or further academic studies**

Application of research scholarship including new applications developed and tested; new or enhanced systems and procedures demonstrated or evaluated for government agencies; professional and industrial associations, educational institutions, etc..

**Technology transferred or adapted in the field**

**Offsite/field research**

I**V. SERVICE TO THE UNIVERSITY, SOCIETY AND THE PROFESSION**

**Within PSU**

(Examples include efforts that build organizational citizenship, activities that lower intellectual and cultural isolation within and between units, activities that promote civility and discourage discrimination, contributions to the culture of safety, mentoring (formal and informal mentoring beyond what is highlighted in Section II), service on committees, governance bodies, providing administrative support, contributions to programs that enhance equal opportunity and diversity, assistance to student organizations, industry and alumni engagement, professional development activities, etc.. If you are partially funded by an Institute or Center, describe your activities for that entity.)

**Beyond PSU**

(Examples include participation in community affairs; service to government agencies, business and industry, and citizen/client groups; organizing of conferences; service on conference committees; membership on advisory groups and editorial boards; journal editorship; offices held; external reviews conducted; etc.)

**V. LOOKING FORWARD**

*Your comments and constructive suggestions about the University, the College or your Department or Institute are welcome and will be considered carefully. What do you see as our greatest needs and priorities? What other college activities could we, or should we, be doing better? What most needs improvement? What opportunities or trends do you see or foresee that we should consider in our planning? What might be done that would allow you to increase your productivity or would provide you with greater satisfaction with your role in the College? Please enter your general comments and suggestions here, accessible to your departmental review committee, to your Department Head, and to the Dean.*

*As always, the Dean also invites comments on the administration of all programs, people, or functions of your unit by your unit leader this year. Please email him directly at* [*lrk4@psu.edu*](mailto:lrk4@psu.edu) *with your confidential comments and recommendations.*