**COLLEGE OF EARTH AND MINERAL SCIENCES**

**Annual Activity Summary for Non-Tenure-Line Faculty**

**For period: January 1 to December 31, \_\_\_\_\_\_**

The Non-Tenure-Line Faculty Annual Activity Summary is intended to give all EMS Non-Tenure-Line faculty members the opportunity to describe their contributions to the college in terms of their own specific duties. The sections included in the Annual Activity Summary are designed to ensure that all Non-Tenure-Line faculty members have the opportunity to report and be evaluated on the full range of their contributions. It is recognized that Non-Tenure-Line faculty members do not perform the same duties as tenure-line faculty members, and, furthermore that their own duties may change over the course of their careers. Therefore this Annual Activity Summary template is meant to be flexible.

The Annual Activity summary is used to assess faculty performance during each calendar year, to determine annual merit salary raises, and to provide the foundation for the eventual preparation of promotion packages. Throughout the document, ‘Group’ means Department, Institute, or Associate Dean’s Office.

***NOTE: The Group Head will read and evaluate every faculty member's Annual Activity Summary!***

Non-Tenure-Line Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Provide your current job description, briefly, as you will elaborate further in part B.**

Please provide the job description associated with your current contract. For foreign nationals, this description must be consistent with the information provided when you applied for your visa.

**B. Describe your duties (e.g., teaching and learning, research, service, teaching and learning support, administration, etc.) and tasks (e.g., complete NSF-supported research) for the previous calendar year (one page maximum).** Include the following at the beginning of this section, with appropriate percentages noted: Teaching – W%, Research – X%, Service – Y%, Administration – Z%. (The total can exceed 100 % if you work beyond the scope of your job description).

Describe the duties and tasks you performed during the past year, identify any duties and tasks you performed that were beyond those in your job description (e.g., mentoring of colleagues, unforeseen or informal teaching or advising, self-initiated projects), and state the approximate proportion of time spent on the tasks you performed for each duty.

**C. Alternate assessment of teaching effectiveness (insert a self-reflection, and/or student input, and/or an analysis of a course based on real-time adjustments, and/or comparisons to previous year assessments and goals, as applicable, for those whose duties include teaching)**

**D. Describe and document the quality and productivity of your work.**

Describe and provide evidence of the quality and productivity of the outcomes of your duties listed in Part B. Please refer to Appendix B of the [EMS Supplement to AC23, Fixed –Term (FT) Faculty Promotion Policy](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf) for examples.

**E. Describe and document any recognitions and the significance of your work that benefit your career, your group, and other programs with which you may work.**

List acknowledgements, internal and/or external, resulting from your work, and describe the relevance of your work. Please refer to Appendix B of the [EMS Supplement to AC23, Fixed –Term (FT) Faculty Promotion Policy](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf) for examples.

**F. Describe any actions taken toward sustaining and maintaining your faculty career, the group and other programs with which you may work.**

What did you do this past year to maintain and improve quality and performance, and how will you continue to do so in the coming year? (e.g., professional development opportunities, independent research, new collaborations). How did you integrate your outcomes into other professional activities? How did you improve the Group in which you work? How will your job be funded in the coming year? Please refer to Appendix B of the [EMS Supplement to AC23, Fixed –Term (FT) Faculty Promotion Policy](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf) for examples.

**G. In consultation with your supervisor, write a brief plan for the coming year.**

Key aspects of this plan could include any proposed revisions to your current job description (e.g. listing expected duties, such as serving as the undergraduate program head for your department and/or tasks such as teaching EMSC 100, stating explicit goals, and anticipating the proportion of your time spent on these tasks.) NOTE: *For foreign nationals, this proposed job description will need to be approved by your Group and will be included in your new contract, should this be a contract year for you. Once your new contract is approved, this new Job Description will need to be sent to Global Programs to update your visa information with the University.*

**H. Comments and suggestions looking forward.**

Your comments and constructive suggestions about the University, the College, or your Department/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 Group review committee, to your Group leader, and to the Dean.

The Dean also invites comments on the administration of all programs, people, or functions of your unit by your unit leader this year. You may use the secure link (<https://www2.ems.psu.edu/forms/node/2331>), accessible only by the Dean, to submit your confidential comments and recommendations.

**I. Provide a current copy of your curriculum vitae to your supervisor.**

**J. Observation of Teaching Effectiveness (for those who have teaching responsibilities)**

Observations of teaching assist in the evaluation of teaching effectiveness and are expected as part of the promotion process ([See AC23](https://policy.psu.edu/policies/ac23) Promotion and Tenure Procedures and Regulations). Non-tenure line teaching faculty in EMS shall have teaching observations conducted by other instructors in their department or institute at least once per academic year. Work with your supervisor to ensure observations are conducted. Processes and templates of teaching observations can be found at:

* + online teaching (<https://facdev.e-education.psu.edu/evaluate-revise/peerreviewonline>)
  + face-to-face and hybrid teaching (<https://facdev.e-education.psu.edu/evaluate-revise/peerreviewhybrid>)

**COLLEGE OF EARTH AND MINERAL SCIENCES**

**Annual Supervisor Comments for Non-Tenure-Line Faculty**

**For period: January 1 to December 31, \_\_\_\_\_\_**

***(To be completed by the Supervisor)***

Non-Tenure-Line Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date on which Non-Tenure-Line faculty member and supervisor met to discuss this statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following the guidance of Penn State Policy AC 40, every faculty member will have an annual written evaluation of performance. The College of Earth and Mineral Sciences (EMS) meets this requirement with either a brief but formal assessment letter or a completed rubric guided by the table below. Please refer to Appendix B of the [EMS Supplement to AC23, Fixed –Term (FT) Faculty Promotion Policy](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf) for performance area criteria.

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| --- | --- | --- |
| **Performance Area** | **Evaluation** | **Assessment** |
| ***Quality & Productivity*** |  |  |
| ***Recognition & Significance*** |  |  |
| ***Sustainability*** |  |  |
| ***Overall Performance*** |  |  |
| ***Additional Comments*** |  |  |

**Assessment categories:**

* Exceptional Accomplishment
* Meets or Exceeds Expectations
* Needs Improvement