



Office of
Executive Vice President and Provost

The University of Texas at Dallas
P.O. Box 830688 Richardson, Texas 75083-0688
(972) 883-2271 FAX (972) 883-2276

MEMORANDUM

January 22, 2007

TO: UTD Faculty Colleagues
FROM: Robert S. Nelsen
SUBJECT: Annual Reports of Professional Activities and Accomplishments

Once again it is time for faculty members to submit reports of their individual professional activities and accomplishments during the preceding calendar year. These reports constitute a principal part of the basis for assigning annual merit salary increments and, in combination, provide the basis for evaluating the progress of our various academic programs. It also should be noted that in the context of the "Periodic Performance Evaluation" process, annual reviews of faculty performance assume even greater importance than has been the case in the past. This accentuates the importance of a comprehensive reporting of activities and accomplishments.

This year, a new section has been added to the annual report: Learning Assessment Activities. Based on the learning objectives in organized courses, you are being asked to provide (1) a narrative that summarizes the assessment activities undertaken this year, (2) a brief description of what factors may have influenced the results of those activities, and (3) what actions you intend to take to improve student learning. In some cases, no new actions may be necessary, but it is presumed that faculty members at UTD are constantly seeking to enhance student learning in their courses.

Please submit the following to your **Dean's office** by February 28, 2007.

- 1) Two hard copies of your report of Annual Activities
- 2) Two hard copies of your current Vita

The Dean's office will then forward one copy of the Annual Report and the Vita to the Office of the Provost for the permanent faculty files.

ADDITIONALLY, you or your assistant should email a copy of both documents (in plain text or Word format) to provost@utdallas.edu; a member of our staff will download the files to create the Faculty Achievements report for 2006. This information will also be summarized for the President's State of the University Report. Please include the last name of the faculty member in the subject line of the e-mail.

The requested format and contents of your report are as follows:

- I. Your Name, School, Program or Field, Date of Submission
- II. A narrative of one page or less, giving your professional history, principal current professional interests, and most note-worthy accomplishments. This brief biographic profile should communicate the significance of what you do, what you have

accomplished, and what you are planning to do in the future, to a varied audience, including prospective graduate students, new faculty colleagues, or outsiders searching for a prospective employee, consultant, expert commentator, guest columnist, speaker to a professional or non-professional group, etc. In composite, these profiles constitute the portrait of the university.

III. Scholarly and creative activity, categorized and sequenced as follows: (PLEASE FOLLOW THE ATTACHED FORMATTING GUIDELINES)

- a) authored books
- b) edited books
- c) refereed publications
- d) complete articles in edited volumes
- e) refereed conference publications or abstracts
- f) juried exhibitions
- g) invited performances, colloquia presentations or exhibitions
- h) unrefereed publications
- i) unrefereed abstracts
- j) self-initiated exhibitions, lectures or performances
- k) submitted manuscripts, including when submitted and to whom
- l) U.S. Patents awarded
- m) other activities: lectures, speeches, presentations not documented in a publication

IV. Proposal and Grant Activity

- a) Proposals submitted: title, agency submitted, time duration, total requested.
- b) Grants received: title, agency granting, total requested, amount granted if different from total amount, start date, time duration.

V. Teaching activities: list for Spring and Fall 2006, e.g.

<u>Semester</u>	<u>Prefix</u>	<u>Number</u>	<u>Course Name</u>	<u>Enrollment</u>
Spring 2006	STAT	5311	Statistics for Management	67
" "	"	"	" " "	"
" "	"	"	" " "	"
Fall 2006	STAT	5311	Statistics for Management	67
" "	"	"	" " "	"
" "	"	"	" " "	"

Spring 2006: names and credit hours of individual study, masters and doctoral students supervised

Fall 2006: names and credit hours of individual study, masters and doctoral students supervised

Calendar 2006: names of masters and doctoral students who graduated under your supervision.

Calendar 2006: names of graduated students upon whose dissertation committees you served.

VI. Learning Assessment Activities:

- a) narrative of assessment activities
- b) influencing factors
- c) actions taken to close the loop

VII. Professional service activities:

- a) UTD administrative duties
- b) school committees
- c) university committees
- d) special service contributions to Program, School, or University
- e) service contributions external to UTD, e.g., professional society officer, journal editor, conference organizer, etc.
- f) consultant activities

VIII. Special professional recognition: internal and external honors, awards, citations, prizes, etc.

RSN:lc

XC: Deans Berry, Fair, Helms, Kratz, Moore, Pirkul and Salamon

Attachment

Below are templates and examples for creating the listing of your submission for inclusion in the printed copy of Faculty Achievements (2007). Please refer to Faculty Achievements (2004) for specific examples as needed.

Authored Book
Edited Book

<i>Title of Book italicized</i>	<i>The Tentmaker</i>
Author(s) First Middle Last Name	R. Clay Reynolds
City: Publisher (2005) 999 p.	New York: Penguin/Putnam/Berkley (2002) 389 p.

Article in Refereed Journal

Title of Article	The Effects of Verbalization on Face Recognition
Author First Middle Last	A. Memon and J.C. Bartlett
<i>Journal Title italicized</i> 99 0	<i>Applied Cognitive Psychology</i> 16 (2002) 635-650
(Month/Quarter/Other-Time-Frame Year) 99-99	

(99 represents Volume #; the other 99's are page numbers; 0 represents an issue number if available)

Article in Edited Volume

Title	The Indian Wars of 1783-1846
Author First Middle Last	David Edmunds
<i>Volume Title</i> , ed. by Editor First Last	<i>The Atlas of American Military History</i> , ed. by James Bradford
Publication City: Publisher (2005) 999-999	New York: Oxford University Press (2002) 43-49

Article in Conference Proceedings

Article Title	Unfolding a Split-Node Data-Flow Graph
Author First Middle Last	T. O'Neil and E. H.-M. Sha
<i>Conference Title</i>	<i>Proceedings of IASTED International Conference on Parallel and Distributed Computing and Systems</i>
City, State or Country:	Cambridge, MA: (November 2002) 717-722
Dates of conference; Sponsoring Organization	
99 (2005) 99-99	

Grants Awarded

Title of Grant	Hybrid Triplexes of DNA and RNA
Principal Investigator(s) First Middle Last	D.M. Gray
Funding Source \$Amount (years of award)	Robert A. Welch Foundation \$150,000 (2001-2004)

Patents

Patent title	Hollow Cathode for Plasma Doping System
Patent holder(s) First Middle Last	Matthew J. Goeckner and Ziwei Fang
U.S. (or other country) Patent No (Date of patent)	US Patent No. 6,500,496 (December 31, 2002)

Invited Exhibition

Juried Exhibition (include Jury information after Gallery/Museum name)

<i>Exhibition Title italicized</i>	<i>Visions International Competition</i>
Exhibitor/Artist First Middle Last	Marilyn Waligore
City, State: Gallery or Museum Name,	Waco Art Center, Waco, TX (2002)
Exhibition Type (2005)	

Invited Performance

<i>Performance title italicized</i>	<i>Glimpsings</i>
(Author or Authors)	Fred Curchack (author, director and solo performer)
City, State: Theatre/Agency/Host (Month Year)	Undermain Theater, Dallas, TX (April 2002)



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MEMORANDUM

January 22, 2006

TO: Brian Berry
George Fair
Robert Helms
Dennis Kratz
Bert Moore
Hasan Pirkul
Myron Salamon

FROM: Robert S. Nelsen

SUBJECT: Annual Reports of Professional Activities and Accomplishments

Please copy the attached memo and attachment and deliver it to all faculty members in your school. My office will contact a representative from each school to reconfirm the process for collecting the Vitae and the Reports of Annual Activity from each faculty member.

Please stress upon your entire faculty the importance of meeting the stated deadlines.

Thank you for your cooperation.

Attachment