

## ANNUAL REPORT OF ACCOMPLISHMENTS

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

Calendar Year: \_\_\_\_\_

### General Guidelines

The evaluation will be done over the previous *one-year's* activities for the teaching and service criteria and over the previous *three year's* activities for the research criteria.

Each faculty member may submit up to one half of a page of explanation with their accomplishments form pointing out anything they want the Executive Committee (EC) to pay special attention to.

It is important that each faculty member be complete in her/his reporting so that the EC has the required information on which to base their evaluation. Junior faculty will need special consideration by the EC since they may not be in a position to meet all these criteria yet. Also, in exceptional professional circumstances, the EC may need to adjust any of these criteria to fit this exceptional case.

**This is a fill-in form. You are only allowed to fill in the form fields, which are located immediately below or near each item.**

# ANNUAL REPORT OF ACCOMPLISHMENTS

## SERVICE

### **Departmental committees**

Report your departmental committees, length of time served and if you were Chair. Initial advisors to graduate students and serving on masters and PhD committees should not be listed here.

### **University committees/professional committees outside the department**

Report all committees outside the department, length of time served, and if you were Chair.

### **Organizing conferences/special sessions**

List the exact details of each conference of which you are on the organizing committee, including name, dates, the other organizers and their affiliations.

### **Grant review panels/other mathematics panels**

Give exact information of your involvement on each panel.

### **Writing external job/promotion/tenure reviews**

List the exact names and affiliations for the reviews/letters.

This does not include letters written for *our current* students/post docs.

### **Editor of journal**

Give the name of the journal and how many papers you handled during the year.

### **Refereeing**

List how many papers/grants etc. you refereed. Give exact information on names of journals, grants etc.

### **Outreach activities**

This might include giving (non-research) talks on mathematics/teaching, organizing summer enrichment programs, MathCounts coaching, working with K-12 curriculum etc.

# ANNUAL REPORT OF ACCOMPLISHMENTS

## SERVICE

### **Member of PhD/Masters committees or reviewer of such students**

List student name (and affiliation if outside the department) and duties performed on the committee during the year. E.g. Gave a comprehensive exam. (Directors of Masters Projects and PhD theses should not be listed here since they are listed under teaching).

### **Editing books**

Give exact title of the book, all editors and their affiliations, and if it is a proceedings of a conference, list the conference and the dates it was held.

# ANNUAL REPORT OF ACCOMPLISHMENTS

## TEACHING

Teaching consists of two categories. The first is regular teaching duties. The second is participation in the graduate program. Being an initial advisor to graduate students should be listed under *Service*, not here.

### **Category 1**

#### **Teaching your assigned classes**

List classes taught and enrollments.

#### **Teaching writing intensive/honors courses**

Indicate which classes in item 1 above that fit this category.

#### **Course coordinators**

Indicate which course coordinated and how many TA's/Instructors you supervised.

#### **Writing textbooks and teaching articles**

Report only books/articles that have appeared.

#### **Student evaluations**

The department will supply this information to the EC.

#### **Reading courses**

Give course title and student name.

#### **Mentoring undergraduate/high school students and related activities**

This would include directing research projects (list student and title of project); mentoring undergraduate or high school students.

#### **Teaching awards**

# ANNUAL REPORT OF ACCOMPLISHMENTS

## TEACHING

### **Grants for teaching**

### **Internal letters**

List letters of recommendation written for our undergraduate and graduate students.

### **Category 2**

#### **Directing Masters projects/theses**

Give name of the student and the title of project. You may only report this student for two years on your evaluation.

#### **PhD thesis director**

Give name of student and start date as PhD thesis director. You may only report this student for five years on your evaluation.

# ANNUAL REPORT OF ACCOMPLISHMENTS

## RESEARCH

### Significant awards/talks over the past 3 years

Include prizes, talks at the international congress, or plenary addresses at the national meetings of the major societies of Pure and Applied Mathematics/Engineering/Physics, or other honors.

### Research grants

List **current/active** research grants (do not list "no cost extensions of grants" here; they are listed in 5d below) from the major national granting agencies such as NSF, NSA, DOD, NIH etc.. List if PI or Co-PI.

### Top 3 publications that have appeared over the past 3 years

List here only papers which have **appeared**. Give the title, authors, and publication data. Rank your papers in decreasing order of significance or impact. Here you have the option of providing supporting evidence of the significance and impact of the paper.

1.

Annotations:

2.

Annotations:

3.

Annotations:

### Other papers that have appeared over the past 3 years

List here only papers which have appeared, other than those listed above. Give only the title, authors, and publication data.

### Invited talks over past 3 years

Give title, location, date, and conference information if pertinent.

## ANNUAL REPORT OF ACCOMPLISHMENTS

### RESEARCH

#### **Additional research items over past 3 years**

Report here research items that are not reported above. For example: (a) internal research grants. (b) external research grant applications pending or not funded. (c) grants for conferences, workshops etc., (d) no-cost extensions of grants, and (e) accepted papers that have not yet appeared.