Appendix B Guidelines for Annual Evaluation for Tenured Faculty Who Completed Their Three-Year Review (documentation is not needed for this annual evaluation)

1. Provide a breakdown of your workload during the academic year. For example, 50% for teaching, 25% for research, and 25% for service. If you have a buy-out because of grants, please note that below.

Semester	Year	Teaching	Research	Service
Fall				
Spring				
Summer				

2. List courses by semester that you taught during the academic year.

3. List your publications (journal articles, book chapters, books, technical reports, etc.) and your presentations during the academic year in APA format.

4. List your service activities to the community (local, regional, and national) and to the department, college, and university during the academic year.

NOTE: This form should be submitted to the ELPS Department Head by October 1. Please feel free to provide any additional documentation that relates to the above listed items. However, no additional documentation is required for this annual review.