**SERVICE REPORT FORM**

**TEXAS A&M UNIVERSITY-COMMERCE**

(Month, Year) through (Month, Year)

The Service Report shall include the following information to document professional performance in order to provide input and facilitate decisions made about the pre-tenure-review, tenure review, promotion, and/or post-tenure review. The Service Report will be reviewed and evaluated by the department, the department head or library director, the college dean, the college advisory committee, provost, and the president.

**Provide to your department head or library director by the stated deadline:**

1. A report of your professional performance, and

2. An updated vita.

**Purpose for the Report:**

1. Pre-Tenure Review (3rd year, 4th year; or 5th year) 🞎 (not an option for professional track or clinical faculty and librarians)
2. Tenure Review 🞎 (not an option for professional track or clinical faculty and librarians)
3. Promotion 🞎 (Only option for professional track or clinical faculty and librarians)
4. Post-Tenure Review 🞎 (not required for professional track or clinical faculty and librarians)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Highest Degree Held \_\_\_\_\_\_\_\_\_\_\_\_\_

Present rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years in present rank (including current academic year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenured \_\_\_\_\_Yes \_\_\_\_\_No; If yes, since when?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years teaching/working experience:

At Texas A&M University-Commerce \_\_\_\_\_\_\_\_\_\_  
(include current academic year)

At other universities/colleges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assigned Duties:**

Provide a statement of assigned duties, with approximate portion of time designated for (1) teaching, (2) research or other scholarly and creative activities, (3) service, and (4) other assignments.

State your accomplishments in the following areas:

**I. CATEGORIES OF PERFORMANCE**

**TEACHING**

**A.** **Courses Taught.** List undergraduate and graduate courses taught by term and location.

**B.** **Teaching Effectiveness.**

1. Course Syllabi. Provide a syllabus for each course taught during the past year in an appendix to your report. The syllabus should include objectives, grading procedures, various writing and reading assignments, etc.

2. Pedagogical Approaches. Indicate examples of especially innovative and/or effective teaching techniques.

3. Student Evaluations. Provide a summary of data on student evaluations of all courses taught during the past two years.  
  
4. Other Evidence of Teaching Effectiveness. Examples may include but are not limited to teaching portfolios, videos of class presentations, etc.

**LIBRARIANSHIP**

1. The principle and practice of creating, selecting, acquiring, organizing, disseminating and providing access to information

2. Teaching others skills related to finding, critically evaluating, and using information.

**II. RESEARCH OR OTHER SCHOLARLY AND CREATIVE ACTIVITIES**  
  
**A.** **Research and Grants:** Identify all funded (amount) and non-funded research activities at A&M-Commerce.  
  
**B.** **Scholarly Publications:** (List refereed and non-refereed articles separately.)  
  
1. Give full bibliographic references to books, articles, and monographs published.  
  
2. Identify works in progress; provide tentative title, publisher, and publication date.  
  
**C.** **Creative Activity:** Describe creative activities engaged in during the period of this report but not published. Give specific details for activity in creative fields, i.e., dates and locations of juried art shows, music recitals, concerts, etc.

**D.** **Evidence of Other Scholarly and Creative Activities:** Describe the amount and type of scholarship in professional activities, e.g., speeches (including papers presented), critical discussants, workshop presentations, and media appearances. Include the date, subject, and location of these activities.  
  
**III. SERVICE**  
  
A. **Service to the University, College, and Department:**  
  
1. List your service to the University, college, and department. You should include a statement indicating evidence of productivity and involvement.  
  
2. Describe and document involvement in the development of courses and/or programs for the preparation of professionals.  
  
**B.** **Service to and Evidence of Involvement in the Community:** Describe the amount and type of your involvement in professionally related community service activities. Include the date, type of service, and location of these activities.  
  
**C.** **Service to and Evidence of Membership and Involvement in Professional Associations:** List your membership in professional associations (including offices held) and describe the amount and type of your involvement.  
  
**IV. PROFESSIONAL DEVELOPMENT AND RECOGNITION**  
  
**A.** **Professional Development:** Identify activities engaged in to further your professional development, i.e., attendance at off-campus learned and professional conferences, workshops, additional course work, etc. Include special earned certificates as C.P.A., Registered Professional Engineer, etc.; indicate dates awarded.  
  
**B.** **Recognition:** List honors and awards received; indicate whether each was for teaching, research or other scholarly and creative activities, or service. Indicate dates and categories (international, national, or regional).  
  
**V. ADDITIONAL INFORMATION**  
  
Individuals who feel that the Faculty Service Report does not adequately reflect their responsibilities are encouraged to supplement the report with additional information.