**FACULTY MERIT EVALUATION MATERIALS**

**CHECKLIST FOR BIOLOGY FACULTY**

**Please attach the following documents to be reviewed by the FMER Committee:**

**Required:**

**\_\_\_\_\_\_\_\_ Faculty Merit Review Report**

**\_\_\_\_\_\_\_\_ Reporting Form for Teaching**

**\_\_\_\_\_\_\_\_ Brief Research Plan**

**\_\_\_\_\_\_\_\_ Updated CV (not restricted to the review period)**

**Optional:**

**\_\_\_\_\_\_\_\_ Reflective Statement on Teaching/Advising**

**\_\_\_\_\_\_\_\_ Updated Course Syllabi**

**College of Arts and Sciences**

**Faculty Merit Review Report**

**20\_\_ - 20\_\_**

| 1. 1. ***Personal Data:*** |  |
| --- | --- |
|  |  |
| Name | UK ID No. |
| Academic Rank | Department Biology |
| Administrative Title (if any) |  |
|  |  |

|  |  |
| --- | --- |
| 2. 2. ***Period Covered by this Report:***  \_\_\_\_\_ Fall Semester 20\_\_  \_\_\_\_\_ Spring Semester 20\_\_  \_\_\_\_\_ Fall Semester 20\_\_  \_\_\_\_\_ Spring Semester 20\_\_ | Check one:  ( ) Tenured Faculty Member.  ( ) Untenured faculty member, annual evaluation.  ( ) Lecturer, annual evaluation.  ( ) New faculty member, first evaluation. |
|  |  |
|  |  |
|  |  |

3. ***Distribution of effort*** (% of time) agreed upon with the Dean and Chair averaged across period covered by report:

\_\_\_\_\_\_\_\_% Teaching (Scheduled Classes) and Advising

\_\_\_\_\_\_\_\_% Research

\_\_\_\_\_\_\_\_% Administration

\_\_\_\_\_\_\_\_% Service

\_\_\_\_\_\_\_\_% Professional Development

100 % Total

Signature of Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. RESEARCH AND OTHER SCHOLARLY ACCOMPLISHMENTS**

The following questions on research and service pertain to the period since the previous merit review.

A. Original Research

1. **Highlight in your CV** all books, articles and other research publications since the previous review (not abstracts). Please provide the following summary information (place each item in **one** category:

| Type | Number of Publications | Number as Primary/  Corresponding/  Senior Author | Maximum impact factor or other brief highlights  (Optional) |
| --- | --- | --- | --- |
| Primary Articles  (Peer Reviewed) |  |  |  |
| Review Articles  (Peer Reviewed) |  |  |  |
| Book Chapters  (Peer Reviewed) |  |  |  |
| Other Non-Peer Reviewed or Multimedia |  |  |  |
| Publications Accepted  but Not Published |  |  |  |
| Publications in Review |  |  |  |
| Preprint Publications |  |  |  |

2. **Highlight in your CV** the paper(s), poster(**s**), or talk(s) you delivered presenting research

findings before a professional society or a group of peers, including titles, forum, and date

information. Please provide the following summary information (place each item in one category:

| Type | Number of Presentations | Number as Primary/Lead  Author | Plenary Presentations |
| --- | --- | --- | --- |
| Invited Presentations |  |  |  |
| International  Conference Presentations |  |  |  |
| Local  Conference Presentations |  |  |  |
| Posters |  |  |  |
| Interviews |  |  |  |
| Others |  |  |  |

3. Describe all other original research products that should be considered in addition to those mentioned above.

B. Describe any research or research practices you have initiated that might contribute to diversity,

inclusivity, and equity in your lab, department or elsewhere.

C. Other Scholarly Activities

1. List any textbooks or other instructional materials you have published.

2. List books, journals and special issues you have edited.

3. Other factors that should be considered (optional).

D. Extramural Funding

1. **Highlight in your CV** awards, grants, contracts, or fellowships you received that were **active or awarded** during the review period, including funding source, role (one of four listed) dates of the award, and amount awarded. List roles on any funded grants without explicit funds as $0 to A&S

**Extramural Funding**

| Funding Body  /Grant Number | Role  (PI, Co-PI, coinvestigator, subcontract) | Initial Award  (Y/N) | Date of Award  (Start - End) | Total Budget | Proportion of effort or funds associated with you/A&S (if less than total) |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. List other grant and fellowship applications you made, indicating whether they are still being considered or were unsuccessful. (Attach reviews if appropriate)

**II. SERVICE AND OTHER PROFESSIONAL ACTIVITIES**

A. Intramural (UK) service activities and extramural (non-UK) service activities Identify departmental, college and university levels of this service (*e.g.,* committees). Include contributions as reviewer/referee of grant proposals, journal articles, book manuscripts, published books, external promotion and tenure files. Include any consulting work or other scholarly evaluative writing you have produced during the review period.

|  | Number | Journals/Agencies | Role |
| --- | --- | --- | --- |
| Article Reviews |  |  |  |
| Grant Reviews |  |  |  |
| Tenure/Promotion Letters |  |  |  |
| Book Reviews |  |  |  |
| Academic Advisees |  | NA | NA |
| Biology Committees |  |  |  |
| UK Committees |  |  |  |
| Other Committees |  |  |  |

B. List any academic service and professional responsibilities that further the goals of diversity, equity, and inclusion.

C. List other academic service and professional responsibilities. Include contributions to

public and private schools, supervision of high school students, *etc*. Include

mentoring of faculty or students.

**III. TEACHING AND MENTORING**

The following items concerning teaching pertain to the period since the previous merit review.

1. Basic Goals and Objectives

In two paragraphs or less, briefly state your basic teaching goals (teaching philosophy) and learning objectives.

2. Discuss

A. If and how your teaching efforts provide exposure to new perspectives on cultures, beliefs, or

practices and enhance students’ knowledge of and ability to engage in pluralistic societies.

B. Classroom and lab practices or activities you have engaged in which foster an inclusive

environment.

3. Classroom Practices

1. Which of the courses that you taught since the previous review was the most successful? Describe the practices and methods that contributed to this success (e.g., lectures, in-class activities, flipped classroom, group work, online sessions and activities, the use of mixed media, paper, projects, and tests).
2. Which, if any, of the courses that you taught since the previous review are clearly in need of improvement? What practices and methods could be changed, introduced, or eliminated in these courses to improve them? How can student success be enhanced in them (or in any other courses of yours with unsatisfactory student success rates)?
3. If you introduced any significant experiments, innovations, or changes in your courses, please describe what you did and comment on their successes or failures.
4. (Optional) Analyze how well one learning objective was achieved in one course. Describe the activities carried out or the work assigned to achieve this objective and present evidence about how well they succeeded (e.g., quiz and test results, paper and project evaluations, pre- and post-testing, qualitative student comments, student testimonials, information on class activities, and peer observation). What steps can be taken to better achieve these objectives in the future
5. (Optional) Discuss how existing scholarship on teaching informed the design or conduct of your courses during the review period.

4. Advising Activities

1. Provide information about mentoring activities (e.g., independent studies, UG research projects, thesis/doctoral/postdoctoral supervision, thesis, doctoral, and other student committee work, informal mentoring).

**Summary**

|  | Number |
| --- | --- |
| Independent Studies |  |
| UK research projects |  |
| Grad students |  |
| Postdocs |  |
| Student Committees |  |

**Undergraduate Students**

| Student Name | Major | Activity | Dates of Supervision | Publications |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Graduate Students**

| Student Name | Degree | Dates of Supervision |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Graduate Student Committees**

| Student Name | Degree | Committee Role | Department |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Describe any other official departmental advising duties such as advising majors or organizing professionalization workshops.

5. Other Pedagogical Activities

Provide information about any scholarship of teaching, service in professional teaching associations, teaching awards, and professional development regarding teaching (e.g., attendance at teaching workshops or conferences).

6. TCEs and Syllabi

Complete the Teaching Reporting Form that follows this page and provide

1. Representative syllabi for courses during the review period and
2. Quantitative TCE results and summaries of qualitative comments for all courses during this period.