

Online submission of FMER materials

All FMER material will be submitted via email to Rich Schein (cc: Camille Harmon) using Adobe PDF portfolios. (Please see the 'How to create a PDF portfolio' document for instructions)

Each department should send **TWO** separate PDF portfolios in **ONE email**.

- 1) **Portfolio #1**- All department chair rating sheets for your department. Please use the naming convention (Last_First_Department_Rating_year)
- 2) **Portfolio #2**- All other materials for each individual faculty member (See below). Please use the naming convention (Last_First_Department_FMER_year)

Lecturers

The following items are mandatory unless noted otherwise.

Portfolio #1

- 1) Department Chairs rating sheet

Portfolio #2

- 2) Department merit evaluation Report
- 3) Summary reporting form for teaching

The lecturer and the department should keep all copies of course syllabi, teacher course evaluations, and updated CV's.

Note: Department chairs, in consultation with the faculty person under review, should develop a formal evaluation procedure to assess the effectiveness of a lecturer who has been assigned administrative duties within the department.

Untenured Professors and Newly Hired Tenured Professors

The following items are mandatory unless noted otherwise.

Portfolio #1

- 1) Department Chairs rating sheet

Portfolio #2

- 2) Department merit evaluation report
- 3) Summary reporting form for teaching
- 4) A brief research plan: Briefly describe in summary form the overall research plan you are following at this stage in your career and the directions of your research activity since the previous review. In particular, indicate how this activity fits into your overall plan. (Limit to one page)

The professor and the department should keep all copies of course syllabi, teacher course evaluations, and updated CV's.

