All faculty are required to submit the following documentation (per University Rules) for the purpose of Annual Review.

Annual Review Reports as described should use an 8 ½ x 11 format, and must include the following:

1. Updated resume
2. Copy of your syllabi for the courses you taught in 2012
3. Faculty with Design Studio responsibilities should submit a minimum of two of their best projects from each studio taught if you have not done so previously
4. The annual review form*

The department is developing teaching and scheduling profiles that will help better predict teaching assignments for the next 3-5 years. Faculty should submit ideas on what an ideal teaching assignment would fulfill the standard 21 credit hour teaching load. In addition, faculty should communicate the names of any committees in the department that they want to be considered for membership.

Faculty are encouraged to submit additional information, please do so separately so that it can be returned to you after you have had your annual review meeting. This could include samples of student work, research publications or projects.

Reviews are due to the department office no later than March 1st. A scheduled meeting with the Department Head for the Annual Review should be completed by April 30th. The Annual Review Form now includes a Teaching, Research, and Service Balance Chart. This allows you to communicate your assessment of the % of your time devoted to activities in each of those categories. The annual point assessment system used for Teaching, Research and Service is based on the percentages agreed upon from the proceeding academic year.

Evaluation Criteria:

When undertaking the evaluation of teaching, research, and service/engagement multiple criteria are possible.

Teaching Evaluation:

Teaching is one of the most fundamentally important activities one undertakes as a faculty member. As stated by TAMU guidelines, “(4.4.1.1) Teaching: This category includes, among other things, classroom and laboratory instruction; development of new courses, laboratories and teaching methods; publication of instructional materials, including textbooks; and supervision of graduate students.” (TAMU.12.01.99.M2).
Research evaluation:

As with other departments within the College of Architecture, research can encompass a great variety of scholarly and creative activities. Again, according to TAMU guidelines; "(4.4.1.2) Creation and dissemination of new knowledge or other creative activities: For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative activities. Architectural design, engineering technology, veterinary or medical technology, fiction, poetry, painting, music and sculpture are examples." (TAMU.12.01.00.M2). The critical element of primary importance is peer review. Hence weight is given to those research and creative activities that have elements of peer review included in their assessment.

Service/Enhancement Evaluation:

Service is fundamental for the operation of a successful department, college and university. Service is the foundation for true self-governance. In addition, service to our respective disciplines and broader fields is equally important for the advancement of knowledge and the maintenance of healthy disciplines. Furthermore, such service is equally important for recognition of our department, college, and university. As a consequence, service can come in many forms. According to TAMU guidelines, "(4.4.1.3) Service: This includes service to the institution, to students, colleagues, department, college and the university— as well as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large." (TAMU.12.01.00.M2). Annual Evaluation Review

Evaluation Ratings: Each area, teaching, research and service/engagement, will be reviewed separately employing the following rating system: Most Meritorious/Excellent, Significantly Above Expectations, Above Expectations, Meets Expectations, Unsatisfactory/Below Expectations, and Unsatisfactory/Significantly Below Expectations. A verbal interpretation of each of these evaluations is as follows:

Outstanding: Performance is truly exceptional, reflecting stellar quality and high productivity, notable for additional recognition.

Good: Above Expectations, Performance exceeds basic expectations with evidence of additional productivity reflecting quality performance.

Satisfactory/Meets Expectations: Performance meets basic expectations reflecting average quality performance and productivity.

Unsatisfactory: Performance fails to meet minimal expectations with evidence of reduced productivity and/or poor quality performance.

Annual Department Evaluation Form:

An Annual Evaluation Review statement will be written by the Department Head and presented in person, if practical, to each faculty member no later than May 31st. This statement will briefly discuss the faculty member’s accomplishments in research, teaching and service along with the Department Head’s evaluation. An overall evaluation will also be presented. Both the Department Head and faculty member will sign this report. The faculty member’s signature does not necessarily endorse the Department Head’s evaluation; it simply means that the faculty member received and reviewed the report.
As a part of the annual review process, Tenure Faculty Annual Reviews by the Department Head shall be reviewed and validated by the Promotion and Tenured Committee every three years and involve one third each year. This review shall serve as the Post Tenure Review for the department of Architecture and be completed by 15 September.

*Annual Review Report Forms and the Department Evaluation Form.*
TEXAS A&M UNIVERSITY
Department of Architecture
ANNUAL FACULTY REVIEW

Name:
Title:

EXHIBIT A
TEACHING

1. COURSES TAUGHT
   (A) Use the accepted course numbering system to identify those courses taught—e.g., CARC 470-501. Use a new line for each section.
   (B) Record section enrollment.
   (C) Record the median student evaluation score.
   (D) Indicate (Yes or No) if the course requires that the students use the computer technology to accomplish assigned work.
   (E) Indicate (Yes or No) if the course requires the submission for grading of writing assignments, requiring the student to compose and express himself in writing.
   (F) Indicate (Yes or No) if the course requires formal presentations to be prepared and presented—individual or in teams.
   (G) Indicate (Yes or No) whether a graduate student was assigned to support the faculty member in handling the course.
   (H) Indicate the number of outside participants, such as guest speakers and reviewers, utilized in class activities.

|-----------|--------|-------------|---------|-------------|---------------|--------------|-----------|------------|----------|

ANNUAL FACULTY REVIEW
Department of Architecture
Texas A&M University

DECEMBER 2012
2. **GRADUATE STUDENTS SUPERVISED**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEGREE</th>
<th>FACULTY ROLE</th>
<th>SCHEDULED GRADUATION</th>
<th>ACTUAL GRADUATION</th>
</tr>
</thead>
</table>

Include narrative as appropriate.

3. **OTHER COURSES TAUGHT**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Number Students</th>
<th>Sponsor</th>
<th>Student Rating</th>
</tr>
</thead>
</table>

Include narrative as appropriate.

4. **TEACHING INNOVATIONS**


5. **INVITED LECTURES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>AUDIENCE</th>
</tr>
</thead>
</table>


6. **ACTIVITIES SUPPORTING MULTIDISCIPLINARY COLLABORATION**

(Indicate teaching in multidisciplinary courses, including courses with prefixes outside the Department, such as those that involve more than one college as an active participant; Teaching in freshman seminar courses with a UPAS prefix; Teaching a course that involves students from two or more colleges)

7. **ACTIVITIES ENHANCING DIVERSITY AND A CLIMATE OF INTERNATIONALIZATION**

(These activities could include leadership and participation in study abroad efforts; offering workshops or other training opportunities for students or peers from US minority groups, diverse global cultures, or other equity areas; formal outreach, recruitment, or retention efforts to enhance the representation of diverse students at Texas A&M)

8. **ACTIVITIES LEADING TO APPROPRIATE SAFETY COMPLIANCE**

Indicate yes or no to the following:
After consideration of the teaching environments where I was the instructor of record, I believe all safety concerns that I could mitigate would tend to be of low impact and low frequency.

9. SELF EVALUATION
EXHIBIT B
RESEARCH AND CREATIVE ACTIVITIES

A critical issue here is peer review. Therefore weight is given to research and creative activities that have elements of peer review in their assessment

1. PUBLICATIONS

<table>
<thead>
<tr>
<th>SHORT TITLE</th>
<th>MEDIUM</th>
<th>CO-AUTHORS</th>
<th>DATE</th>
</tr>
</thead>
</table>

PUBLISHED (JURIED):

PUBLICATIONS RELATED TO EXHIBITION:

PUBLISHED (NOT JURIED):

PENDING:

Include narrative as appropriate.

2. OTHER RESEARCH AND CREATIVE ACTIVITIES

A. PROPOSALS FOR RESEARCH AND CREATIVE ACTIVITIES

<table>
<thead>
<tr>
<th>SHORT TITLE</th>
<th>SPONSOR</th>
<th>TOTAL BUDGET</th>
<th>DATE SUBMITTED</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
</table>

AWARDED:

PENDING:

UNAWARDED:
Include narrative as appropriate.

B. UNFUNDED RESEARCH AND CREATIVE ACTIVITIES

| TITLE | DATE INITIATED | COMPLETION DATE | REVIEWED BY |

Include narrative as appropriate

3. ACTIVITIES SUPPORTING MULTIDISCIPLINARY COLLABORATION

Examples could include the following:
- Active in a University landmark area of research
- Active in a University-recognised center or institute
- Active in projects that cut across the disciplines of architecture, construction science and allied disciplines
- Participation in a multidisciplinary research project that has attracted significant national attention and which involves investigators from two or more A&M Colleges and/or from other universities and research organisations

4. ACTIVITIES ENHANCING DIVERSITY AND A CLIMATE OF INTERNATIONALIZATION

Examples could include the following:
- Scholarly publications or creative work related to study abroad activities
- Involvement in funded projects with international partner institutions
- Engagement in significant research publications or creative activities with international partners
- Participation in projects aimed at enhancing diversity enrollment and graduation
- Contributions to publications or creative activities that enhance understanding of diversity issued in higher education, the professions and in industry

5. ACTIVITIES LEADING TO APPROPRIATE SAFETY COMPLIANCE

Indicate yes or no to the following:
After consideration of the research or creative practice environments where I work I believe all safety concerns that I could mitigate would tend to be of low impact and low frequency

6. SELF EVALUATION
EXHIBIT C
SERVICE/ENGAGEMENT

1. ACTIVITIES
   A. ADVISING
   B. ADMINISTRATION
   C. FACULTY MENTORSHIP AND SERVICE
   D. LEADERSHIP
   E. EXTERNAL DEVELOPMENT
   F. PUBLIC SERVICE
   G. OTHER

2. ACTIVITIES SUPPORTING MULTIDISCIPLINARY COLLABORATION
   Examples could include the following:
   - Active in the Faculty Senate and in any of its official committees
   - Active in a major University council or committee
   - Active on a search committee for a dean of another A&M College or university

3. ACTIVITIES ENHANCING DIVERSITY AND A CLIMATE OF INTERNATIONALIZATION
   Examples could include the following:
   - Participation in K-12 outreach activities, especially at local, state or national levels
   - Involvement in community organisations or corporate partnerships at local, national or international levels
   - Participation in entrepreneurship activities aimed at increasing the diversity and international profile of the University

4. ACTIVITIES LEADING TO APPROPRIATE SAFETY COMPLIANCE
   Indicate yes or no to the following:
   After consideration of the service/engagement/environments I am involved in I believe all safety concerns that I could mitigate would tend to be of low impact and low frequency

5. PROFESSIONAL AND OTHER AFFILIATIONS
   Provide a comprehensive list of all memberships

6. SELF EVALUATION
EXHIBIT D
MANDATORY TRAINING

1. ACTIVITIES LEADING TO TRAINING COMPLIANCE

Indicate yes or no to the following:
*I have successfully completed all mandatory training courses assigned to me by Texas A&M University during the course of the year under review*

*(Please note: It is a University ruling that faculty members will not receive an overall satisfactory rating if they have not complied with all mandatory training programs assigned to them)*
EXHIBIT E
PROSPECTUS

Please indicate specific goals for the coming year.

TEACHING

RESEARCH AND CREATIVE PRACTICE

SERVICE/ENGAGEMENT
EXHIBIT F
TEACHING, RESEARCH AND CREATIVE PRACTICE, AND SERVICE/ENGAGEMENT BALANCE CHART

Indicate the % effort that you devoted, and plan to devote, to each of the three missions of the department

<table>
<thead>
<tr>
<th>Mission</th>
<th>2010/2011</th>
<th>2011/12 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching</strong> Courses, Supervision, Cont. Education</td>
<td>%</td>
<td>%</td>
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<tr>
<td><strong>Research/Creative Practice</strong> Proposal Writing, Technology Dev., Grants - Funded, Unfunded, Publications</td>
<td>%</td>
<td>%</td>
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<tr>
<td><strong>Service/Engagement</strong> Department, College, and Univ. Admin., Public Service in Architecture and allied professions</td>
<td>%</td>
<td>%</td>
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</table>
EXHIBIT G
ANNUAL REVIEW
OVERALL EVALUATION

Please provide the name of a faculty colleague in the Department of Architecture who could describe the significance of your accomplishments generally during the year under review:

_________________________________

By signing, the faculty member confirms that the information provided in this package is accurate, and that a review meeting was held with the Department Head:

_________________________________  ____________
Faculty member  Date

By signing, the Department Head certifies that a face-to-face annual review meeting was held on the date shown, with the faculty member whose name appears above:

_________________________________  ____________
Department Head  Date

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<thead>
<tr>
<th>Category</th>
<th>Not Applicable</th>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Outstanding</th>
<th>Percentage of Effort</th>
<th>Score</th>
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<td>To the College &amp; Univ.</td>
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Faculty Signature: ___________________________  Dept. Head Signature: ___________________________

Dr. X’s overall performance in 2010 was ______ (#.## on a scale where 0.75-1.75 = SATISFACTORY, 1.76-2.6 = GOOD, and 2.5 and above = OUTSTANDING).

Faculty Signature: ___________________________ Dept. Head Signature: ___________________________