

Date

TO: xxxx
Professor
Department of English

FROM: xxx
Department Head

Annual Faculty Review

xxx, this summative assessment for annual year 2003 is intended to show career progress, to recognize achievement, and to work toward solutions for any shortcomings.

Teaching

This year you taught 76 students and served as You taught six classes (classes listed) with six preparations. Also, you went through the extra effort of developing Blackboard materials for English xxx.

I read your Student Ratings of Instruction for Fall semester. They range from 3.909 to 4.889. Three of your evaluations are very high, and the fourth is perfectly acceptable.

You advised several graduate students on their papers or served on their paper or portfolio committees. You directed the M.A. paper for You served on the portfolio examining committee for

Research

You had a refereed publication in 2003: bibliographic entry goes here

Your creative work

Service

For the profession you reviewed a paper manuscript for . . . and you were a panel reviewer for NEH, research fellowships . . .

For NDSU you served on the xxx Committee and the xxxx Committee.

For the department you served as curriculum adviser for xx undergraduates, you chaired the department xxxx committee, and you served on the Ph.D. Proposal Committee. You also served on the xxxx Committees and gave a presentation to xxxx on xxxxx. You were involved in the community, participating in xxxxx

Goals

Xxxxx's professional goals (furnished by Bill and approved by me) for 2004 are to:

Summary

Xxxx, you continue to contribute to the university and to the department by serving on several committees, and you continue to be an active writer

faculty name

supervisor name