NEW MEXICO TECH  
Faculty Professional Activity Report (PAR)

To be filled out by all tenured and tenure-track faculty as well as all other full-time instructional staff

Annual Review for: \_\_\_\_\_\_\_\_\_\_\_ Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Rank: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_

9 months      Other (enter appointment term, e.g., 11 months): \_\_\_\_\_\_\_\_    Tenure: Yes   No

Use the following format on attached sheets in the three areas listed below. This report covers activities during Spring 2024 through Fall 2024. This is due to your department chairperson by February 1. **Please keep the entire report to 5 pages or less (see example)**.

I. TEACHING

a. List courses and enrollments for Spring and Fall semesters; include program development, new courses taught, thesis/dissertation, directed studies, etc. For each course with 3 or more students, please include the Overall Quality of Instruction (OQI) score from question 1 of the course evaluations. Please indicate any courses taught as an overload. **Please attach copies of your course evaluations for all courses taught**.

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b. List any teaching-related activities that you have undertaken that you feel contributed to student success in your courses or in the institution. This includes participation in professional development programs.

c. List any ways in which you feel that you have innovated (or continue to innovate) in the classroom or have sought to improve your teaching.

II. RESEARCH AND SCHOLARLY ACTIVITIES (if applicable):

1. Publications in refereed journal or refereed book chapters; indicate published, accepted, or in press. Denote NMT students in bold and the corresponding author with an asterisk. Do not include manuscripts submitted but not yet accepted. Include all authors in the description.
2. Books - written or edited (actually published, in press, or under contract).
3. Publications in peer-reviewed conference proceedings (actually published or in press).
4. Publications in non-refereed proceedings and non-refereed book chapters. Indicate  
   Publications accepted or in-press. Do not include manuscripts submitted not yet  
   accepted.
5. Reports - reports of contract research or other publications not subject to peer review.
6. Patents - list patent number, awardees, and title.
7. Presentations - at professional meetings as the result of peer-reviewed proposals.  
   Indicate invited presentations. Indicate whether they are oral or poster. Indicate NMT students in bold. Indicate the presenter with an asterisk, and include the name of the conference.
8. Seminars - speaking engagements other than those resulting from peer-reviewed  
   proposals.
9. Current contracts and grants - funding for research projects, indicate the lead institution and PI, all NMT PIs and coPIs, the total amount of the award to NMT, the total amount for your effort. The amount for your effort this year.
10. Contracts and grants proposed - proposals submitted for research funding; indicate the lead institution and PI, all NMT PIs and coPIs, the total amount of the award to NMT, the total amount for your effort. Indicate funded, not funded, or pending.
11. Creative works (if appropriate to the faculty member’s discipline) e.g., fiction, poetry, drama (published or in press); works of art of music composition (performed or exhibited); film; popular science publications (published or in press), etc. Please note if it was a juried exhibition or publication process.
12. Awards and recognitions - from state or national professional organizations.
13. Graduate degrees awarded - list advisees who graduated during the previous year; also list their degree (MS or Ph.D.), semester of graduation, and thesis topic, list their co-advisors if any.
14. Graduate students enrolled - list all advisees. Indicate degree sought, mode of funding (RA/TA/GA) each semester, and if they are co-advised; list MST students separately. Include co-advisors if any.
15. Undergraduate students supervised – list all undergraduate students working on your research; indicate average hours worked per week, special programs that they are involved in, e.g. AMP.
16. Other research related activities, including professional development programs, short courses, etc.

III. SERVICE:

1. Departmental - list assignments and committees within department (faculty/staff search, tenure, etc.); include student recruiting activities, academic advising of undergraduate students, department administrative duties, and other contributions.
2. Institutional - list institutional committees, activities in Faculty Senate, service to the community, student club advising, and other contributions.
3. Professional - editor or reviewer of journals (indicate number and journals), grant reviews (indicate organization and program), review panels (indicate organization, program, # of proposals), meetings organized; professional advisory or service committees; offering professional development workshops; or other service.

IV. Recommendation by Department Chair; Rating (0-10) need to be made in each category.  
Include weighting percentage after each score.

Score           Weight (%)

Teaching:                            \_\_\_\_\_             \_\_\_\_\_

Research/scholarship:        \_\_\_\_\_             \_\_\_\_\_

Service:                               \_\_\_\_\_             \_\_\_\_\_

Total: 100

Faculty Merit Factor (FMF): weighted sum from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

V.    Date discussed with faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty member signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Recommendation by Academic Vice President (and Research President if joint appointment):

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