

GUIDELINES FOR PEER EVALUATION FACT SHEETS

DEPARTMENT OF LINGUISTICS, LANGUAGES, AND CULTURES

STATEMENT. You may include an optional brief statement (maximum 300 words) of who you are as a member of the department (as a researcher, educator, and university citizen) at your career stage and rank. You may take this opportunity to contextualize your accomplishments in each area (research, teaching, and service) and connections among your work in those areas. Please place this year's achievements in the context of your career trajectory, explaining how they fit into the work you have been doing and will be doing the next three years. You may mention your research pipeline, any shifts in focus, course development and revisions, or major changes in service. The point of this statement is to help your peers understand you as a fellow faculty member.

I. TEACHING

1. Courses (list by semester providing course number, name, and number of students enrolled: mention here independent study and thesis or dissertation courses as well as regular courses. It would be helpful to average the numerical ratings from the SIRS forms, for each class of 60 students or fewer.). If you did not teach two courses in either or both semesters, please explain why. Please provide any additional comments on these courses that you wish.
2. Program coordination
3. TA training and supervision
4. Development of new courses, materials (including computer software) and methodologies
5. Graduate students whose committees you chair (list, mentioning significant activity in the year reported such as examinations and thesis or dissertation progress)
6. Graduate students on whose committees you are a member (list, mentioning significant activity such as reported in 5 above)
7. Other graduate advising responsibilities (include here advising of new graduate students, and consulting to guidance committees)
8. Undergraduate advising responsibilities
9. Special recognition for teaching excellence
10. Special considerations and other teaching activity (include appointments at institutions other than Michigan State University, teaching workshops etc.)

II. SCHOLARLY ACTIVITY¹

11. Publications authored and appearing in the year reported (list in full bibliographical form; indicate whether the article was refereed or not, by putting (*) if it is refereed.) For each co-authored publication, explain in no more than a sentence what your contribution was.
12. Book volumes and thematic journal issues edited and appearing in the year reported (list in full bibliographical form; provide the URL from the publisher's website or submit copy of each as appropriate to the Department office.) For each co-authored publication, explain in no more than a sentence what your contribution was.
13. Presentations at conferences, invited lectures, and other presentations (include relevant documentation, e.g., conference program, letter of invitation)
14. Organizing of panels and sessions at conferences (include documentation)
15. Attendance at conferences otherwise
16. Awarded or rejected competitive grant applications (e.g., those with e-transmittal, CFIT, ISP, international partnerships; include documentation)
17. Continuing funding of applications from a previous period
18. Special considerations and other scholarly activities

III. SERVICE AND OUTREACH

Service to the University

19. University committees (indicate terms of service, describe obligations of membership as necessary, including any special role or contribution)
20. College committees and administrative roles (describe as in 19 above)
21. Department and center or other unit committees and administrative roles (describe as in 19 above)

Service to the Profession

22. Major editorial duties for academic journals and publishers (e.g., editor, associate editor, series editor)
23. Refereeing, editorial board service, and consulting (for publishers, journals, foundations, agencies, academic institutions, conferences etc.)
24. Office or committee membership in professional organizations
25. Membership in professional organizations

¹Publications that are published electronically can be claimed in the year they were published online; authored books can be counted for two years. All other publications can be counted for only one year.

Outreach

26. Presentations as a faculty member to public and other non-professional groups
27. Outreach and community engagement activities
28. Special considerations and other service activities

Submit supporting documents with your FACT sheet.