



Guidelines

Faculty Annual Report (FAR) and Annual Merit Review

No later than October 1, Department of Art and Art History faculty must complete and submit the Faculty Annual Report form (see separate fillable-form PDF), as well as a CV, completed according to the Provost's Guidelines (see next page). On your CV, highlight in yellow all activity for the year under review.

Email both documents to the Executive Assistant for upload to UT Box. It would be helpful to her if your subject line includes your name and FAR [year].

Michelle Harper, Executive Assistant
michelle.harper@austin.utexas.edu

It would be to your benefit to submit supplemental materials for review (articles, books, monographs). Please give these items to the Executive Assistant, and indicate on your CV that they are available. While physical materials such as books are accepted, you are strongly encouraged

to submit materials electronically (where applicable) as links, PDFs, etc.

Your FAR and highlighted CV will be shown to all members of the EC (at the applicable review meeting) in exactly the form submitted. Prior to that meeting, subcommittees will review assigned files. A separate document is provided for rankings in each category of activity, subcommittee comments (if warranted), and notes/further commentary by the full EC (only if necessary). *Each faculty member's goal must be to offer concise, accurate, and level self-reporting that renders further commentary unnecessary.* Subcommittees should propose provisional rankings, but these are subject to discussion and possible amendment by the full EC.

Questions?

Please contact your Assistant Chair.

The Executive Committee adheres to the Provost Review Categories in ranking **teaching, research, and service**:

Exceeds Expectations

A clear and significant level of accomplishment beyond what is normal for the institution, discipline, or unit *

Meets Expectations

A level of accomplishment normally expected

Does Not Meet Expectations

A failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to correction

Unsatisfactory

A failure to meet expectations in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, or involves prima facie professional misconduct, dereliction of duty, or incompetence

* Although a major exhibition or book is entirely within the range of "normal" in the course of an academic career at UT, we recognize such events as exceptional from year to year and warrant a ranking of "exceeds expectations."



Guidelines

Curriculum Vitae to accompany Faculty Annual Report (FAR)

Adapted from the Provost's General Guidelines. Your CV may be formatted as you wish, but please order content as follows and submit the file in PDF format.

- **Name, address, and contact information**
- **Degrees, fields of study, and dates awarded**
- **Professional registrations, licensures, and certifications** (as applicable)
- **All professional appointments**
- **Complete publications record** with:
 - publications and other evidence of scholarship/creativity organized by type (i.e. books, chapters, articles, reports, proceedings, solo exhibitions, group exhibitions, juried exhibitions, invitational exhibitions, etc.)
 - refereed works identified as such
 - names of co-authors listed in the order of appearance in the publications
 - clear designation of the faculty member's role if not as author (i.e. editor, translator, etc.)
 - works in preparation, submitted, under review, accepted, under contract or in press clearly labeled accordingly (if under contract and/or in press, include expected publication date)
 - page range for articles and total number of pages for books
- **Scholarly presentations**
- **Research contracts/grants/gifts and proposals** with:
 - sponsor name, project title, project/funding period/co-PIs and relative effort of each, where appropriate
 - funding amounts (by academic year and amount under candidate's supervision)
 - for proposals, an indication of the status of each (i.e. submitted, approved, etc.)
 - funding pending
- **Patents issued** (as applicable)
- **All advising and related student service**
- **Administrative and committee service, and academic-related professional and public service**
- **Other evidence of merit or recognition**

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