

Instructions for Preparing 2013 Faculty Review Materials

Due in Dean's Office no later than June 30, 2013

Please send your materials electronically to Carolyn Loether

As was the case last year, the annual faculty performance review will include the parametric faculty model as a foundation. The attached form is provided as a guide to the specific information that is needed. You may either enter your data directly on the form or provide the data in a form you find more convenient (e.g., spreadsheet or text).

In response to suggestions from the faculty, I am encouraging you to expand the time horizon for your reported activities in order to provide an appropriate context for understanding your work. **While the evaluation will explicitly consider only completed work (e.g., published research and submitted proposals) between July 1, 2012 and June 30, 2013, the broader timeline will provide valuable background for interpreting such work.** In particular, papers that have been submitted for publication and are currently under peer review should be identified. Your narrative should also identify new projects that you started last year that have yet to result in publications. Plans for new or emerging projects that are engaging your efforts currently can also be identified. Clarifying questions regarding the information needed should be sent to Martin Weiss with a copy to Ron Larsen and Carolyn Loether.

In addition to the data, we ask you to provide supporting backup materials, including, for example, the titles of the proposals and their disposition.

As was the case last year, we will be retrieving the records of your publications from **D-Scholarship**, Pitt's institutional repository at <http://d-scholarship.pitt.edu/>. Rather than providing citations to your publications in your annual performance review submission, therefore, you should enter them into the D-Scholarship system, thereby contributing to a School database of scholarly publications.

I should also point out that last year Pitt installed a new faculty information system that is available through My Pitt, the University's portal. The objective is to provide one database that records all faculty information, from which you can automatically generate an up-to-date CV, your annual report to the dean, biographies in the format required by various funding agencies, and related materials. You may wish to familiarize yourself with the system as a potential resource of interest. You will find it in the pull down menu for My Resources on your My Pitt home page.

There is no need for you to submit your OMET summaries this year, as these are provided electronically to the Dean's Office by OMET.

Over the past few years, our academic programs have introduced disciplinary concentrations to build on signature strengths of the School and to provide

clearer curricular alternatives for our students. You are encouraged to include in your annual report a discussion of curricular concentrations in which you have taken a leadership role and the level of effort this has required.

As you may recall, the Provost takes a major interest in setting individual and organizational goals and in assessing progress toward those goals. Therefore, it is important that you go beyond the data collection and reflect on your goals and progress during the year. In particular, I encourage you to consider the following questions:

- How did your results and activities match the goals that you set out a year ago for yourself?
- Where there was a deviation, what was the motivation and what was the outcome?

The Provost also expects that personal goals will be informed by (and supportive of) School goals, which, likewise, support University goals. The 2014 plan is available for your reference on the SIS Council wiki ([FY 2014 Annual Plan Matrix School of Information Sciences](#)) along with the plan narrative ([FY 2014 School of Information Sciences Executive Summary](#)). As you prepare your annual review materials, please address the following questions:

- What are your goals for the coming year? What additional resources do you think you need in order to achieve these goals?
- To which of the SIS objectives do you see your planned activities making the greatest contribution?
- How do your plans support or differ from those identified in the SIS Strategic Plan?

As you review the plan and the matrices, please feel free to suggest ways these could be improved. Are there elements that you would suggest adding or changing in the FY 2014 plan?

As you prepare your annual review materials, it would be helpful if you could reflect on those achievements, activities, or events that you would like to see in an annual report, and to identify them as such. Picking the top three or so, and providing a sentence or two about each of them, will go a long way toward supporting my ability to communicate your accomplishments to the Provost and our partners as the need arises.

In filling out the following templates, the following guidelines apply:

- Teaching
 - Online: Students taking the course are doing so over the web; they are not normally in the classroom
 - Blended: The course includes both students in the classroom and online students
 - Major revision: At least 1/3 of the course content has changed since the last time you taught the course

- New prep: This is the first time you have taught this course
- New course: This is an entirely new course that you are developing from scratch
- Curriculum advising: The number of students' course plans that you sign off on.

- Research
 - "Tier 1" venues are those held in highest regard among scholars in your discipline.
 - "Tier 2" are mainstream, peer-reviewed venues for scholarly publication
 - "Other" venues are those that do not require rigorous peer review
 - Supported, Advised, and Committee –
 - "Supported" means you provide tuition and/or stipend from external resources supporting your research
 - "Supported" normally implies "Advised". Do not double count.
 - "Advised" normally implies "Committee". Do not double count.

Teaching

Please enter all courses you taught in **AY 13**

Course _____ Online _____ Blended _____ Major revision _____ New prep _____ New course _____ PittOnline prep _____ Term (circle one) 2131 2134 2137	Course _____ Online _____ Blended _____ Major revision _____ New prep _____ New course _____ PittOnline prep _____ Term (circle one) 2131 2134 2137	Course _____ Online _____ Blended _____ Major revision _____ New prep _____ New course _____ PittOnline prep _____ Term (circle one) 2131 2134 2137
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Curriculum advising (enter number of students advised)

Undergraduate _____ Masters _____ PhD _____

Research

Publications

Please list the total number of publications that appeared between *July 1, 2012* and *June 30, 2013* by type, and the number of related activities in which you participated (e.g., editorial boards). For example, enter the number of jointly authored tier 1 journal papers in row 4, column 10. Citations to formal publications will be retrieved from D-Scholarship, which will serve as the authoritative source. You will, however, need to provide citations for materials that are out-of-scope for D-Scholarship (e.g., presentations).

Type	Sole Author				Corresponding Author				Joint Author			
	Tier	1	2	other	unpublished, in-review	1	2	other	unpublished, in-review	1	2	other
Book												
Book chapter												
Book editor												
Journal paper												
Journal editor												
Issue editor												
Editorial board												
Conference full paper												
Conference short paper												
Conference poster or demo												
Workshop paper												
Book Review												
Technical Report												
Newsletter Article, Editorial, or Op-Ed												
Presentation												
New Media (describe)												
Other												

Research Students

Please enter the number of students you had in each category

	PhD	Masters	Undergraduate
Financially Supported			
Advised on Research			
Dissertation Committee			

Research Expenditures

With full indirect costs \$ _____

Without full indirect costs \$ _____

Number of Proposals submitted:

As Principal Investigator _____
As Co-Principal Investigator _____
As Contributing Researcher _____

Service
Programmatic

Role	Undergraduate		GIST		LIS		TeleNet	
	Chair	Member	Chair	Member	Chair	Member	Chair	Member
Curriculum								
Admissions								
Financial Aid								
PhD								

SIS

Council _____ Distance Ed _____
 PRT _____ Awards _____
 Search _____ Campaign _____
 Colloquium _____ Student orgs _____
 Other (please specify) _____

University

Senate _____ UPBC _____
 Council on Graduate Studies _____ PACUP _____
 Other (please specify) _____

Professional Service

Association boards _____ Association officer _____
 Committee chair _____ Committee member _____
 Conference chair _____ Peer review panel _____
 Other (please specify) _____

Other Information

Buyout _____
 Sabbatical _____
 Leadership of Curricular Concentration(s) _____

 Alumni events _____
 Fund raising & development _____
 Other (please specify) _____

NOTE: If you had a course buyout or took a sabbatical, SIS policy requires you to submit a report documenting the outcomes that resulted from the reduction in your teaching responsibilities. This report should be included as part of your annual progress report.

Checklist of deliverables for annual review materials

- Completed form (Pages 4-6)**
- Publications entered into D-Scholarship**
- List of year's publications and proposals outside the scope of D-Scholarship**
- Reflection on your activities of the past year**
- Discussion of your goals for the coming year**
- Reflection on how your goals fit in with the School's plan**
- Accomplishments for inclusion in the SIS annual report**
- (optional) Considerations for FY14 SIS Planning process**