In order to help the SPEA-IUB Personnel Committee complete its annual review efforts as efficiently and thoroughly as possible, we ask that you provide a 1-2 page Synopsis of your activities during the calendar year. Please note that the Personnel Committee usually starts its review by looking at the Synopsis, so it is in your interest to make sure it includes key activities. The Committee will also examine the information in the Digital Measures Activity Insight (DMAI) system for other activities, documentation and additional details.

We have indicated below the type of information that must be included in the synopsis, but you are obviously free to add other information you believe is useful in highlighting your contributions during the year. In all cases, the full details and documentation should be included in the DMAI.

Tenured and tenure-track faculty should address all three areas of faculty work below. Non-tenure track faculty have no obligations to conduct research, but should address teaching and most areas of service.

**Research**

- **Publications:** Number of publications with 2017 publication date; be sure to indicate the stature of the publication outlet(s) and type of publication (book, article, book chapter, review, etc.) and whether any of these were co-authored with students. Also list number of publications in the publication pipeline by type and whether accepted, in revise and resubmit status, or under first review. The Dean’s office relies on faculty DMAI reports to track publications.
- **Funding-related activities:** Number of funded active research grants: list funding sources, grant amounts, and your role (PI, Co-investigator, consultant, etc.). Number of research grant proposals submitted in 2017: list funding sources, grant amounts, your role, and whether pending or rejected. If not already included above, list also previously submitted proposals that were rejected in 2017. You should make sure all details are also included in the DMAI. Note that while the DMAI should capture grant-related activities automatically if you are a PI or co-PI, it does not capture all and you must add these activities manually. The Dean’s office relies on faculty DMAI reports to track grant-related activities.
- **Other research related activities:** Number of papers or invited talks presented at conferences or academic/scholarly venues (list most important venues), number of technical reports, awards, etc.

**Teaching**

- **Classroom instruction:** list of courses (please spell out titles) taught with summary of evaluation response rates and key items from quantitative course evaluations, as well as
overall quality of instruction, learned a lot, challenging course, etc.; teaching awards (full
details should be in the DMAI). You can access comparison data on student course
evaluations for courses similar to yours here: https://iu.app.box.com/BLSPEAEvalSummary.
The Fall 2017 data will be added as soon as we obtain the data from QBEST and can process
the information, but most likely that will not happen until early January.

- **Learning outcomes**: Briefly describe how you determine whether learning outcomes have
  been achieved for each course.

- **Mentoring and advising**: Briefly describe your most important efforts to mentor, advise, and
  in other ways support students (e.g., GA/TA supervision, serving on dissertation
  committees, field exams, honors theses; details should be in the DMAI).

- **Contributions to pedagogy**: Briefly describe your most important contributions to pedagogy
  and curriculum development (details should be in the DMAI).

**Service**

- **School and university service**: Number of committee assignments in SPEA and at IU (by
  committee role, e.g., chair, member) with highlights of most important assignments; other
  School and IU services, e.g., administrative activities, special assignments, etc.

- **Professional service**: List professional leadership activities (e.g., editing a journal; serving on
  editorial board; organizing symposia, conferences or workshops; editing
  proceedings/special issues; serving as an officer of professional association); professional
  service awards received. List other professional development activities: number of reviews
  of manuscripts, grant proposals, or abstracts; participation in professional conferences by
  role (e.g., serving as chair or discussant of a session); accreditation.

- **Public service**: Highlight most important activities related to advising, consulting or
  providing technical expertise for non-academic public, nonprofit or private entities (include
  service as expert witness or providing testimony); serving on the boards of such entities;
  communicating in popular, non-academic publications and other media (e.g., TV, radio,
  print media, blogs, social and other electronic media); service awards received.