Unit Standards for: Depart of Forest Management
Year: 2012

1) Department Chair:

[Signature]
10 May 2012

2) Dean:

[Signature]
5/10/12

3) Chair, UM Unit Standards Committee:

[Signature]
5/18/12

4) Provost and Vice President for Academic Affairs:

[Signature]
2/26/13
Each faculty member of the Department of Forest Management is expected to serve the department as a teacher, a scholar, and an active member in departmental, university and professionally relevant affairs. The faculty member’s role in teaching, research, and service may be unique to the individual’s job description, but will serve to advance the goals and objectives of the department and institution. As a member of the faculty, each member is expected to relate in a professional manner with colleagues and participate in departmental activities. A faculty member should have both a depth and breadth of knowledge in his/her chosen field and be able to communicate this knowledge to colleagues and students.

The Department of Forest Management Unit Standards and Procedures are intended to be in addition to, and consistent with, those provided in the current Collective Bargaining Agreement (CBA). In the event of any omissions or inconsistencies, the terms of the collective bargaining agreement shall be applicable and shall prevail. Faculty evaluation documentation (see below) will be submitted by the faculty member to the chair of the FEC by October 15 (or date provided in the CBA contract). Student Evaluation Committees (SEC) will submit documentation to the chair of the FEC by October 15. The FEC shall provide an evaluation to the Department Chair by November 15. The Department Chair will provide his/her evaluation to the Dean by December 15.

University Requirements for Faculty Advancement

Evaluation of faculty members for purposes of promotion, tenure, salary determination, and recommendations for retention shall involve consideration of appropriate University requirements as specified in the CBA as well as the Unit Standards of the Department of Forest Management. University requirements are found in the Collective Bargaining Agreement Article 10.1110.

Unit Standards for Faculty Evaluation

This section details the faculty evaluation standards adopted by the Department of
Forest Management. Any faculty member with questions about these evaluation procedures or the Collective Bargaining Agreement should consult the Faculty Evaluation Committee Chair.

A. **Eligibility for Tenure**

Tenure application will be conducted in accordance with the Collective Bargaining Agreement, Section 9.320. It shall be the responsibility of the eligible faculty member to initiate the application for tenure. The tenure application shall include at least the following: (1) a statement of the teaching, research and/or creative activity, and public service performed by the applicant during the probationary period; (2) a vita of the applicant’s publications and/or creative works; (3) evidence that the applicant has achieved or is in the process of achieving recognition in his/her field of competence beyond The University of Montana; and (4) any other information the applicant deems relevant to his/her professional development, competence, or performance. In keeping with the provisions of the CBA (15.220.1), and a vita. Evidence of teaching, research/scholarly activities, and service will be presented for all years during the probationary period and will be presented according to Section G of this document.

A probationary appointee shall be eligible to make application for tenure:

1. after the appointee has completed five (5) year of credited service toward tenure, that is: during the sixth (6) year of credited employment.
2. the applicant must have the appropriate terminal degree for the discipline and unit in which tenure is to be awarded, and
3. the applicant should hold the minimum academic rank of associate professor, although faculty may apply for tenure and promotion to associate professor simultaneously. If a faculty member seeking promotion to associate professor and tenure simultaneously is not promoted, tenure will be denied as well. Under no circumstances may tenure be granted to an assistant professor.

The application for tenure must be in accord with the unit standards for annual performance evaluation in the areas of teaching, research, and service, with demonstrated and meaningful professional growth. There should be a record of accomplishment in undergraduate and graduate teaching. There should also be a record of success in publishing refereed articles, in obtaining research grants, and a strong commitment to directing and mentoring graduate and undergraduate students.

The department chair shall solicit letters from external reviewers for those faculty members considered for tenure. In each case, the faculty member shall provide the names and addresses of at least 4 potential reviewers, from which the department chair shall solicit letters from at least 2 individuals.
B.  Faculty Advancement

The following specific criteria must be met regarding each respective type of advancement or salary determination as indicated. The appropriate terminal degree is usually understood to mean the Ph.D. or equivalent doctoral-level degree.

1. Promotion

a.  To Assistant Professor: Requires possession of the appropriate terminal degree or its equivalent as defined by the unit standards of each discipline.

b.  To Associate Professor: Except in unusual circumstances, four (4) or more years of full-time service in rank as assistant professor are required prior to the date of promotion (application may be made during the fourth year in rank), and possession of the terminal degree in the appropriate discipline is required consistent with applicable unit standards. The character of the service in rank as assistant professor shall be such that there is a clear demonstration of professional growth and an increasingly valuable contribution to the University.

c.  To Professor: Except in unusual circumstances, five (5) or more years of full-time service in rank as associate professor are required prior to the date of promotion (application may be made during the fifth year) and possession of the terminal degree in the appropriate discipline is required consistent with applicable unit standards. The character of the service in rank as associate professor shall be such that there is a clear demonstration of professional growth and an increasingly valuable contribution to the University. (See d. below.)

d.  In all applications for promotion, performance in teaching, community and University service, and scholarship are all important and essential as set forth in section 6.200. For promotion to full professor, a faculty member must have the level necessary as defined in the CBA and unit standards in teaching competence, scholarship/creative activity, and service. However, no faculty member may be promoted to full professor on the basis of teaching and service alone. The candidate must demonstrate that he or she has made substantial research contributions that are recognized by peers at the national and international level. Scholarship shall be demonstrated by scholarly publication or appropriate public recognition for creative works.

2. Award of Tenure
a. Eligibility for application for tenure is defined in Article 9.310, Eligibility for Tenure Application.
b. Professional growth, activity, and prospects shall be demonstrated by scholarly publication or appropriate recognition for creative works; involvement in continuing education programs; participation in professional societies; receipt of grants, contracts, fellowships, and other awards; and/or direction of student research.

3. Salary Determination

a. **Merit Award:** Above normal performance in at least two (2) of the three (3) areas: teaching, research/creative activity, or public service; or outstanding performance or special recognition in at least one (1) of these areas, and normal performance in the remaining area or areas of assigned duties.

b. **Normal Increment:** The performance of a majority of faculty members will generally be evaluated as "normal." They will be expected to grow in value to the institution and will be rewarded with a "normal" increment to their salary.

c. **Less-Than-Normal Increment:** Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for a less-than-normal increment. It is understood that the absence of performance in any one or two of the areas of teaching, research/creative activity, and public service does not justify a less-than-normal increment if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, if the quality of performance in the remaining area or areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas.

d. **Reappointment**—The appointment of the probationary appointee shall not be recommended for renewal after the:

a. First year of service if performance in all three (3) areas of academic performance is determined by the Faculty Evaluation Committee to be below normal.
b. Second or subsequent year of service if performance in two (2) areas of academic endeavor is below normal for two (2) consecutive years or in one (1) area of academic performance for three (3) consecutive years.

C. **Evaluation Standards**

For normal salary increments or promotion satisfactory performance is expected
in the areas of teaching, research, and service. Evaluation criteria shall include:

1. Teaching

Faculty in the Department of Forest Management will have a deep interest in students' progress and welfare. Teaching activities include classroom instruction and student evaluation; student advising, both graduate and undergraduate; thesis direction; lab supervision; and other activities that lead to student becoming more knowledgeable and professionally informed. Faculty members are expected to maintain high standards in teaching, and to maintain strong, respectful and mutually beneficial relations with the student body and other faculty.

Performance in teaching will be deemed to be of a normal standard (CBA 10.110 3.b.) where the faculty member:

- Carried a normal teaching load or class load in accordance with section 6.210 of the CBA, comprising pre-existing classes in the faculty member's area of expertise, in accordance with their terms of appointment. New faculty members may be assigned a lighter teaching load in the first few years of employment;
- Demonstrated satisfactory teaching ratings;
- Improved an existing class through incorporation of additional relevant material, new projects, assignments or field-trips, new media or technology, etc;
- Advised undergraduate students consistent with their rank (i.e. assistant, associate or full professor);
- Chaired or serve on graduate committee.

Performance in teaching will be deemed to be of an above normal standard for merit consideration (CBA 10.110 3.a.) where the faculty member's performance significantly exceeded the requirements for a "normal" performance standard. Determination of an above normal standard of performance is made on a case-by-case basis by the FEC and may include one or more of the following:

- Carrying a teaching load significantly greater than that required under the faculty member's terms of appointment, with satisfactory course evaluations in all classes taught;
- Teaching in classes that require exceptionally lengthy preparation time (e.g. classes with a significant lab and/or field, component);
- Obtaining "very good" or "excellent" student evaluations;
- Teaching a required class outside of the faculty member's area of expertise;
- Developing and teaching a new class that enhances the university curriculum;
- Major revision or restructuring of an existing course;
- Incorporating new, innovative and effective instructional techniques beyond the traditional lecture-based format;
- Advising an exceptionally large number of undergraduate students;
- Directing the completion of an exceptional number of M.S. or Ph.D. students.

Performance in teaching will be deemed to be of an outstanding or special recognition standard (CBA 10.110 3.A.) where the faculty member’s performance is at an unusual
and exceptional level as demonstrated on more than one of the above criteria.

Performance in teaching will be deemed to be of a **less than normal** standard if the faculty member failed to meet the requirements of normal standard of performance. Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for a less-than-normal increment. It is understood that the absence of performance in any one or two of the areas of teaching, research/creative activity, and public service does not justify a less-than-normal increment if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, if the quality of performance in the remaining area or areas is at least normal, and if the individual as assigned duties solely in the remaining area or areas. Extenuating personal circumstances (illness, bereavement, etc.) will be taken into consideration before assigning a "less than normal" performance evaluation.

2. **Research**

Performance and continued development in research and scholarship are central to the overall mission and vision of the Department, College, and University. Faculty members are expected to conduct scholarly activities, communicate findings, and encourage creative investigation by members of the graduate and undergraduate student body.

Performance in research will be deemed to be of a **normal** standard (CBA 10.110 3.b.) where the faculty member demonstrates:

- Performance of research or scholarly activities commensurate with assigned responsibilities.
- Dissemination of research or scholarly information in both a written and oral format. Faculty members are expected to publish scholarly contributions regularly. Examples of scholarly contributions include, but are not limited to:
  - Written works such as refereed publications, review articles, books, book chapters, conference proceedings, and technical reports;
  - Oral presentations of original scholarly works at international, national, regional or local presentations to professional societies or conferences.
- Active support of graduate or undergraduate research activities.
- Active pursuit of external research support.

Performance in research will be deemed to be of an **above normal** standard for merit consideration (CBA 10.110 3.a.) where the faculty member's performance significantly exceeded the requirements for a "normal" performance standard. Determination of an above normal standard of performance is made on a case-by-case basis by the FEC and may include one or more of the following:

- Performance of extensive research or scholarly activities;
- Appropriate communication of research results or scholarly information to the scientific community in written (refereed publications, books, conference proceedings, book chapters, technical reports) and oral (professional presentation or invited seminar) formats
Receipt of awards, honors, or fellowships;
Active participation in graduate or undergraduate research activities;
Active pursuit of external support from highly competitive funding agencies;
Receipt of funding from less competitive or non-competitive funding sources.

Performance in research will be deemed to be of an **outstanding** standard where the faculty member's performance is at an unusual and exceptional level that warrants consideration for a merit regardless of performance in service or teaching.

Performance in research will be deemed to be of a **below normal** standard if the faculty member failed to meet the requirements of a normal standard of performance. However, extenuating personal circumstances (illness, bereavement etc.) will be taken into consideration before assigning a "below normal" performance evaluation.

### 3. Service

Faculty members shall engage constructively in department activities and outreach activities that promote the well being of students, colleagues, the university, the profession, and the public at large.

Performance in service will be deemed to be of a **normal** standard for merit consideration (CBA 10.110 3.a.) where the faculty member demonstrates:

- Attendance at one local, national or international conference, workshop or equivalent per year;
- Satisfactory participation in departmental or university committees;
- Evidence of service to the profession.

Performance in service will be deemed to be of **above normal** standard where the faculty member's performance significantly exceeded the requirements for a normal performance standard. While determination of an above normal standard of performance is made on a case-by-case basis by the FEC, evidence of having achieved such a level of performance may include one or more of the following:

- Participation in the organization of a regional, national or international conferences, symposia, workshops or lecture series;
- Participation in departmental activities and committees;
- Receipt of awards and honors or other special recognition for service activity;
- Editing symposia volumes, proceedings, or journals;
- Participation in College or University committees; and/or
- Professional or community activities or service.
  - Participation in professional societies;
  - Member of a committee or task force;
  - Position as an administrator or officer.
- Reviewing journal submissions, grant proposals, books;
- Community activities related to the profession;
Outreach to general public, e.g. workshops, field trips, public lectures; Technology transfer or technical assistance outside of the university.

Performance in service will be deemed to be of an **outstanding** standard where the faculty member's performance is at an unusual and exceptional level that warrants consideration for a merit regardless of performance in research or teaching.

Performance in service will be deemed to be of a **below normal** standard if the faculty member failed to meet the requirements of a normal standard of performance. However, extenuating personal circumstances (illness, bereavement, etc.) will be taken into consideration before assigning a "below normal" performance evaluation.

**D. Faculty Evaluation Committee**

By election each unit shall annually establish an evaluation committee of at least three (3) members of the unit, three of whom must be tenured or tenurable (i.e. tenure-track). The evaluation committee shall bring a seconded motion to all faculty members eligible to vote. Only tenured or tenure-track faculty are able to vote on tenure and promotion decisions. The committee members shall elect their own chairperson from among the committee membership. One student observer with all rights, save voting, shall be appointed by the committee chairperson from among the majors and/or graduate students in the unit.

The Committee shall apply the unit standards to review the performance of each faculty member in the unit and make a written recommendation with justification signed by the committee chairperson which shall, where appropriate, specifically address: (1) retention, (2) salary increment, (3) promotion, and (4) tenure, and which shall be forwarded to the department chairperson and the dean by November 15. To ensure and encourage candid professional assessment of the individual faculty member performance, materials solicited by the FEC from non-tenure-track, probationary faculty, and students will be guaranteed confidentiality. With the exception of solicited material from non-tenure-track, probationary faculty, and students, other persons submitting material to the FEC have no expectation of confidentiality and all materials submitted to the FEC will be signed. Student materials submitted to the SEC will be guaranteed confidentiality. Any material solicited at this, or subsequent steps, must be made available to the individual being evaluated within five (5) days of its inclusion. The individual is given ten (10) days to prepare a written response, which becomes part of the evaluation record. All subsequent deadlines will be postponed concomitantly.

At all times during the evaluation process, from the Faculty Evaluation Committee through the deliberation of the Provost, unsolicited materials may not be used as part of the evaluation unless they are signed. Signed materials thus submitted will be made available to the faculty member being evaluated in accord with the preceding paragraph. Unlike materials solicited by the FEC, unsolicited materials have no expectation of confidentiality of the identity of their author.

The Faculty Evaluation Committee meetings in which the committee discusses individual faculty evaluations shall be closed to the faculty member being evaluated and to anyone else not a member of the committee, except for any individual whom the committee may wish to interview in connection with the evaluation of an individual
faculty member. Upon request, a faculty member being evaluated shall be permitted to personally address the committee regarding his/her evaluation. This does not preclude units from modifying unit standards to allow persons being evaluated to be present during the discussion of their own cases.

In addition to the individual recommendations, the Faculty Evaluation Committee shall prepare and append a summary of those who have been recommended by the committee for promotion, merit increase, or tenure respectively.

Within ten (10) days of receipt of the recommendation from the Faculty Evaluation Committee, the faculty member may submit a written appeal to the Faculty Evaluation Committee regarding any aspect of the Faculty Evaluation Committee's recommendation or process. The appeal must state any matters which the Faculty Evaluation Committee is requested to consider as well as the remedial action desired. The appeal may present for consideration appropriate documentation that the faculty member omitted from his/her Individual Performance Record. Within ten (10) days of receipt of the appeal, the Faculty Evaluation Committee shall either grant or deny the requested remedial action and shall so notify the faculty member and make the decision a part of the record.

E. Student Evaluation Committee

The Department of Forest Management Student Evaluation Committee (SEC) shall consist of at least three (3) but not more than seven (7) students who are majors and/or graduate students in the respective unit and shall include one (1) faculty observer who shall enjoy all rights of full participation and access to information except voting. The faculty observer shall be chosen from among the tenured or tenurable (i.e. tenure-track) members of the bargaining unit in the department or unit. The members shall be appointed by the department chairperson, or if there is no chairperson, by the dean, by September 15. The committee shall elect a chair from among its voting members. The committee shall review the teaching effectiveness of the faculty members in the bargaining unit who are in the academic unit for which the student evaluation committee is appointed. The unit shall either use an existing course evaluation form, prepare and use its own course evaluation form, or use the form prepared by the UFA-Administration Committee and shall make all completed course evaluation forms available to the student evaluation committee by September 20. Each faculty member must have at least one course evaluated each semester he/she teaches and provide the results to the student evaluation committee. The committee shall review course evaluations and may seek or receive relevant evidence from students who have taken courses from or have been advisees of the faculty member being evaluated. The committee shall prepare a written evaluation of the teaching and advising of each faculty member whose performance is reviewed. Each written evaluation shall be signed by the chairperson of the Student Evaluation Committee and the faculty member being evaluated by October 15. A faculty member may append a response to the SEC report.

The Student Evaluation Committee shall neither review the evidence of performance prepared by the faculty member nor have any responsibility for application of unit standards.

Neither error nor omission of student participation in any evaluation may constitute grounds for a grievance. The evaluation procedure may proceed without participation by a departmental Student Evaluation Committee.
F. Evaluation by Department Chair

Based on the approved unit standards, on the CBA, and on consideration of the evidence submitted by the faculty member, the Student Evaluation Committee recommendation, the Faculty Evaluation Committee recommendation, and any additional evidence solicited or received and placed in the evaluation report, the department chairperson shall prepare and sign a written evaluation for each faculty member in the unit which, where appropriate, shall specifically address: (1) retention, (2) salary increment, (3) promotion, and (4) tenure. The chairperson may append a written statement of his/her professional opinion and recommendation regarding any matters which he/she may deem to be relevant to the performance or advancement of the individual evaluated. The faculty member shall be given the opportunity to respond in writing to this professional opinion. The chairperson shall prepare and append a summary list of those the chairperson has recommended for promotion, merit increase, or tenure, respectively. The names on the list of recommendations for merit increase will be ranked in order of priority by the chairperson. The department chairperson shall make the record of each evaluation available to the respective faculty members to whom they pertain for his/her review and signature. The record shall include, if available: the Individual Performance Record submitted by the faculty member; the Student Evaluation Committee recommendation; the Faculty Evaluation Committee recommendation; the department chairperson's recommendation, and if submitted, the professional opinion with faculty member's response, and any other exhibits or evidence relied upon or incorporated by reference except course evaluation forms. Each recommendation shall be signed by the faculty member to attest that the faculty member has read it. The chairperson shall then forward a copy of the complete record to the dean by December 15.

Within ten (10) days of receipt of the department chairperson's recommendation, the faculty member may submit a written appeal to the department chairperson regarding any aspect of the chairperson's recommendation or process. The appeal must state any matters which the chairperson is requested to consider as well as the remedial action desired. The appeal may present for consideration appropriate documentation that the faculty member omitted from his/her Individual Performance Record. Within ten (10) days from receipt of the appeal, the chairperson shall either grant or deny the requested remedial action and shall so notify the faculty member and the Faculty Evaluation Committee and make the decision a part of the record.

G. Individual Performance Record

1. The documentation or evidence of performance required by the unit standards and applicable sections of this agreement shall be prepared by every member of the bargaining unit in sequentially numbered pages which incorporate exhibits by reference and are signed on the last page by the person to be evaluated. Exceptions to this requirement are limited to those members of the bargaining unit who are in their first year of service at The University of Montana or who are on a terminal year contract. These individuals are not required to prepare nor submit an IPR. The individual shall submit the documentation to the chairperson of the Faculty Evaluation Committee (FEC) and the department chairperson or in those instances where there is no chairperson, to the dean by October 15. The performance period
shall consist of one or more academic year(s) of record each running from the first
day of the academic year and including Fall Semester, Spring Semester and
applicable winter and summer term(s). The IPR for that period should document
performance for the respective types of advancement as follows:

1. **Promotions:** All service in the current rank or since the documentation was
prepared for the last promotion, or the most recent seven (7) sequential years.

2. **Tenure:** The entire probationary period including credited prior service.

3. **Merit:** The time since the documentation was prepared for the last granted merit or
promotion, or the most recent seven (7) sequential years.

4. **Normal and Less-Than-Normal:** The record of the previous year(s) as
appropriate (see Section 10.340 for the evaluation schedule of tenured and
tenure-track faculty).

Copies of the SEC, FEC, chair, dean and Provost's recommendations
from all evaluations during the performance period must be included in the
Individual Performance Record (IPR) before transmittal to the dean. An
individual on split assignment shall submit the documentation and
evidence to the unit in which the greatest portion of the FTE is assigned;
or if the FTE is equally split, to the unit in which first hired; or if not first
hired in one unit, to the unit in which best qualified for full-time service.
The chairperson of the Faculty Evaluation Committee, department
chairperson and dean of the unit evaluating the split appointment shall
obtain evaluations from their respective counterparts in the other units to
which the individual was partially assigned.

2. The Faculty Evaluation Committee, the department chairperson, or the
dean may request and consider any evidence from any source, including
the faculty member to be evaluated, provided that any evidence relied upon for
evaluation purposes shall be incorporated into the record and the faculty
member shall be afforded an opportunity to respond to it. No individual to be
evaluated may be sanctioned, suspended, disciplined, or
discharged for failure to comply with a request to provide additional
information.

3. **Evidence submitted by an official Student Committee for Faculty Evaluation**

Prior to the time the Department Chair forwards to the Dean the record of a faculty
member containing the Department Chair's recommendation, the faculty member shall
consult with the Department Chair regarding the Department Chair's recommendation.
The faculty member shall sign the recommendations of the Faculty Evaluation Committee
and the Student Committee for Faculty Evaluation by October 15 and the Department
Chair's recommendation to signify he/she has read them and to attest to the accuracy of the
supporting documents. The signature does not signify the faculty member's endorsement.
of the recommendations.

H. Format for Submission of Evidence

We encourage faculty to utilize and submit the attached form as a working template when submitting FEC materials to facilitate organization and insure complete documentation. The form is available electronically at http://www.forestry.umt.edu).
DEPARTMENT OF FOREST MANAGEMENT

FEC Form

Name:

Rank:

Appointment (i.e., 12, 9 month or other):

Appointment split (i.e., funding line s):

Action sought (i.e., promotion, tenure, merit, normal):

Period under consideration:

A. Teaching

1. Courses taught:
   Semester/Year Number Name Cr. Number of Students Number Lab Sections

2. Student evaluation averages for all courses:
   Semester/Year Course Instructor Evaluation Course Evaluation Mean Course Grade

3. Number of undergraduate advisees:

4. Number of graduate committees chaired:
   Ph.D. M.S. MEM

5. Number of chaired graduate students completed during evaluation period:
   Ph.D. M.S. MEM

6. Number of graduate committees (non-chaired): Ph.D. M.S. MEM

7. Number of comprehensive exam committees (specify those chaired):

8. Field trips conducted
9. Accreditation activities

10. Curriculum development

11. New class preparation

12. Training activities attended

13. Summer or special session classes conducted (incl. CE, distance ed.)

14. External evaluations sought

15. Other (e.g., independent studies advised, internship supervised, etc.):

16. Other teaching accomplishments (initiatives, funding, etc.):

B. Research

1. Complete citation of refereed journal publications (published, in press or accepted only):

2. Complete citation of books or book chapters (indicate if refereed or reviewed) (published, in press or accepted only):

3. Complete citation of other publications (conference proceedings, GTRs, technical completion reports, etc. and indicate if refereed/reviewed) (published, in press or accepted only):

4. Complete citation of book reviews, editorials, abstracts, etc:

5. Citations for invited presentations:

6. Citations for submitted papers or posters presented:

7. Title, sponsor, effective dates, and dollar amount of successful grant proposals (note if competitive, and include names of co-PIs):
C. **Service (including administrative responsibilities)**

1. **University Service**
   a. College of Forestry committee service (include duration, note if chair):
   b. University committee service (include duration, note if chair):
   c. Departmental search committee:
   d. Guest lectures given by course:
   e. Describe Program Administration activities (curriculum chair, research program director, et al.):

2. **Professional Service:**
   a. List workshops or other classes taught, giving name, role, audience and approximate date:
   b. List titles of journal articles and other manuscripts reviewed and for whom:
   c. Number of grant proposals reviewed and for whom:
   d. Leadership positions for professional organizations (include position, organization, and term of service):
   e. Membership in professional or associated organizations (list offices held if any):
   f. Other professional service activities (e.g., conference organization, task force membership, committee membership, advisory councils, associate editorships, etc.):
   g. Awards and Honors (list who gave award and for what):
   h. List Conferences Attended (include sponsoring organization, location, and dates):
   i. Journal editorship positions (list journal name and position):
3. **Community Service activities:**

List participation in community activities as appropriate:

Signature and Date: