



**UNIT STANDARDS REVIEW  
SIGNATURE FORM**

**Department of:** Forest Management

**Year:** 2018

1) Department Chair:

  
Signature

24 Sept 2018  
Date

2) Dean:

  
Signature

9/25/18  
Date

3) Chair, UM Unit Standards Committee:

  
Signature

10/5/20  
Date

4) Provost and Vice President for Academic Affairs:

DocuSigned by:  
  
D3FE78AE0D42425  
Signature

10/5/2020  
Date

## UNIT STANDARDS AND PROCEDURES

### DEPARTMENT OF FOREST MANAGEMENT W.A. FRANKE COLLEGE OF FORESTRY AND CONSERVATION THE UNIVERSITY OF MONTANA

5 March 2020

#### **Overview**

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 part 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 (DFM) 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 (CBA 10.100). The faculty evaluation documentation or Individual Performance Record, IPR (see below) will be submitted by the faculty member to the chair of the Faculty Evaluation Committee (FEC) by October 15 (or date provided in the CBA contract). 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 10.110.

#### **Unit Standards for Tenurable and Non-Tenurable 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 and/or Department Chair.

## **Tenable Faculty**

### **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 and/or IPR Form (see Appendix A) 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. 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 an application for tenure:

1. after the appointee has completed five (5) years 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 accordance 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 scholarship including publishing refereed articles, in obtaining research grants, and a commitment to directing and mentoring graduate and undergraduate students. The individual shall also detail service contributions to the Department, College, UM and the profession.

The FEC 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 potential reviewers, from which the FEC Committee Chair shall solicit letters from at least two individuals. DFM will not accept anonymous or unsolicited submissions of materials for external peer review for evaluating its faculty.

## **B. Faculty Advancement**

The following specific criteria must be met regarding each respective type of advancement or salary determination as indicated.

### 1. Promotion (CBA 10.1101)

- a. **To Assistant Professor:** Requires possession of the appropriate terminal degree or its equivalent; normally the PhD.
- 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 an 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 and beyond 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 must adhere to unit standards in teaching competence, research, and service. No faculty member may be promoted to full professor on the basis of teaching and service alone. Scholarship shall be demonstrated by scholarly publication or appropriate public recognition for creative works.

### 2. Award of Tenure (CBA 10.1102)

- 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, for example, 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 (CBA 10.1103)

- a. **Merit Award:** Above normal performance in at least two (2) of the three (3) areas: teaching, research/creative activity, or service; or outstanding performance 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 faculty will be expected to grow in value to the institution and will be compensated with a “normal” increment to their salary. Normal performance constitutes a pattern of performance in teaching, research, and service that is judged to be within the limits of adequate performance based on the individual’s position.
- c. **Less-Than-Normal Increment:** Either the absence of any performance, failure to submit an IPR for evaluation, when required (CBA 10.110), 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.

### 4. Non-Reappointment

The appointment of the probationary appointee may not be recommended for renewal after the:

- a. First year of evaluation 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 evaluation 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 include:

#### 1. Teaching

Faculty in the Department of Forest Management will demonstrate 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 students 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 for example:

- 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, as shown through course evaluations.
- Improved an existing class through incorporation of additional relevant material, new projects, assignments or field-trips, new media or technology, or new pedagogy.
- Chaired or served on graduate committees; or substantial counsel or support for graduate research.

Performance in teaching will be deemed to be of an **above normal** 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.
- Teaching in classes that require exceptionally lengthy preparation time (e.g., classes with a significant lab and/or field component, service-learning component and/or general education 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, including the assessment of student learning outcomes and other evidenced-base practices.
- Development of a formal teaching portfolio that includes self-evaluation, peer evaluation, and noteworthy instructional materials.
- Supervision of undergraduate research, thesis supervision or honors student(s).
- 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** standard (CBA 10.110 3. A.) when 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 a 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 has 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 DFM. 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 where the faculty member demonstrates at a minimum:

- Performance of research or scholarly activities commensurate with assigned responsibilities.
- Communication of research or scholarly information to the scientific community in both written and oral formats.
  - Written works include refereed publications, books, book chapters, conference proceedings, and technical reports.
  - Oral presentations may include international, national, regional or local presentations to professional audiences.
- Advising and mentoring of graduate and undergraduate research activities.
- Pursuit of extramural research support.

Performance in research will be deemed to be of an **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:

- Performance of research or scholarly activities.
- Effective communication of research results or scholarly information to the scientific community in written (nationally refereed publications, books, conference proceedings, book chapters, technical reports) and oral (professional presentation or invited seminar) formats in excess of what is deemed “normal” performance in research.
- Receipt of awards, honors, or fellowships.
- Active participation in graduate or undergraduate research activities.
- Engagement in the scholarship of teaching and learning.
- Active pursuit of external support from highly competitive funding agencies.
- Receipt of extramural competitive funding.

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. 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 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, for example:

- Attendance at national or international conference, workshop or equivalent to provide service to that organization.
- Participation in Departmental, College, or University committees.
- Engagement and outreach in professional organizations.
- Outreach or education to local, regional, national, or international audiences.

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; notably carrying out Committee Chair responsibilities.
- 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 the 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.

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**

Our unit will annually establish an evaluation committee of at least three (3) members of the unit which includes both tenured/tenurable and non-tenure track faculty. If larger than 3 members, at least three members of the committee must be tenured or tenurable. At a regular Department faculty meeting, we will take two actions—electing the FEC Chair (from the pool of tenured/tenurable faculty) and voting to codify serving members (and thus quorum) for the FEC process. The Department Chair does not participate in the evaluation committee nor vote on seconded motions of the committee. The evaluation committee shall review applications and bring a seconded motion for each application to all faculty members eligible to vote. All faculty are eligible to vote on actions not involving tenure or promotion. Only tenured or tenure-track faculty are able to vote on tenure and promotion decisions; those voting for continuous tenure must hold tenure and those voting for promotion must hold the rank for the promotion being sought. A simple majority vote from a quorum of faculty assigned to the Department is sufficient to complete an action; noting that quorum is modified appropriately given the action under consideration (e.g., a “normal” increment consideration requires a quorum of all faculty whereas a quorum for promotion to full professor is based on the number of faculty in the Department that hold this rank). Voting occurs by secret ballot administered by the committee chair. Faculty on sabbatical, reassignment, or administrative leave do not contribute to the definition of the quorum and are not eligible to vote. Committee members are excused from deliberation, voting, and ballot administration for their own applications.

The Committee shall apply the unit standards to review the performance of each faculty member in the unit and make a written recommendation 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 by November 15.

Any material solicited by the FEC at this, or subsequent steps, must be made available by the FEC chairperson 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, unsolicited materials may not be used by the Faculty Evaluation Committee.

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. Upon request, a faculty member being evaluated shall be permitted to personally address the committee regarding his/her evaluation.

Per the CBA (10.230), the faculty member may submit a written appeal (within 10 days) to the Faculty Evaluation Committee regarding any aspect of the Faculty Evaluation Committee's recommendation or process. The appeal must state matters which the Faculty Evaluation Committee are requested to consider as well as the remedial action desired. 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**

Each faculty member must have at least one course evaluated each semester he/she teaches (CBA 10.220). The Department of Forest Management Student Evaluation Committee (SEC) shall follow the guidelines in section 10.220 of the CBA. The SEC will complete its evaluations by October 15th of each year. The evaluation process may proceed without participation by the SEC.

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.

#### **F. Evaluation by Department Chair**

Based on the approved unit standards, on the CBA (10.240), and on consideration of the evidence submitted by the faculty member, the Faculty Evaluation Committee recommendation, and any additional solicited evidence, signed by the individual under review, 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 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 faculty member shall be given the opportunity to respond in writing to this professional opinion.

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 (IPR)**

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 FEC 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 including prior service, if applicable, or the most recent seven (7) sequential years, whichever is less.
2. **Tenure:** The entire probationary period including credited prior service.
3. **Merit:** All service in the current rank including prior service, if applicable, or the most recent seven (7) sequential years, whichever is less.
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 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.

1. An individual on split assignment shall submit the documentation and evidence to the home unit. For purposes of evaluation the home unit shall be established at the point of hiring by mutual agreement of the faculty member and the Departments.
2. The Faculty Evaluation Committee, the Department Chairperson, or the Dean may request and consider solicited evidence from external sources, 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, and acknowledgement that the material is added to the record with a signature. No individual to be evaluated may be sanctioned, suspended, disciplined, or discharged for failure to comply with a request to provide additional information. The Faculty Evaluation Committee and the Department Chairperson will not accept anonymous or unsolicited submissions of materials for external peer review for evaluating its faculty.
3. Evidence submitted 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 by November 15, if present the SEC forms are to be signed 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 (or IPR)**

We encourage, but do not require faculty to utilize and submit the attached form (Appendix A) as a working template when submitting FEC materials to facilitate organization and ensure complete documentation. A faculty member may choose to add any supporting materials that are not addressed in the IRP template.

### **Non-Tenurable Faculty**

According to the current CBA, non-tenurable appointments include five types: lecturers, adjunct faculty at any rank, research faculty at any rank, clinical faculty at any rank, and visiting faculty at any rank. Non-tenurable faculty within DFM will retain all rights and responsibilities as outlined in the CBA 9.00 – 9.12.

Non-tenurable faculty within DFM with FTE greater than 0.5 are required to submit materials for evaluation (IPR – section I.G) to the faculty evaluation committee annually and will be subject to the evaluation process outlined herein for tenurable faculty (Section I.C) as consistent with the appointee's FTE assignment and role description in terms of teaching, research, and service. IPRs submitted by non-tenured faculty should document performance for the respective types of advancement including promotion (for positions with multiple ranks) and evaluation for normal and less-than-normal increment and a recommendation for reappointment (if appropriate).

Note that the current CBA (13.245) now includes Outstanding Performance Awards for non-tenurable faculty. The IPR submitted to the Departmental FEC will provide the basis for assessing whether to make an OPA recommendation.

**Appendix A**  
**DEPARTMENT OF FOREST MANAGEMENT IPR FORM**

Name:

Rank:

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

Appointment split (i.e., funding lines):

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

Period under consideration:

**A. Teaching**

1. Courses taught:

Semester/Year    Name    Credits    Number of Students    Number Lab Sections

2. Student evaluation averages for all courses:

Semester/Year    Name    Instructor Evaluation    Course Evaluation

3. Number of undergraduate advisees:

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

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

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

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. Peer/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):

8. Title, sponsor and dollar amount of grant proposals submitted but not funded:

9. Other Research Accomplishments (e.g., new initiatives):

## **C. Service** (include administrative responsibilities)

1. University Service

a. College of Forestry and Conservation committee service (include duration, note if chair):

b. University committee service (include duration, note if chair):

c. Departmental committee or other:

d. Guest lectures given by course:

e. Describe Program Administration activities (curriculum chair, research program director, etc.):

2. Professional Service:

- a. List workshops or other classes taught, giving name, role, audience and 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:

SIGNATURE AND DATE