

GEORGETOWN UNIVERSITY

Research Professor/Research Professor of the Practice/Research Fellow --Annual Report

The purpose of this form is 1) to record your work and accomplishments for the preceding year, 2) to provide the basis for a yearly evaluation (required for all full-time non-tenure line faculty), and 3) to collect information that can inform both contract renewal and promotion processes. **Note: Some of the sections below may not apply to every Research Professor/Fellow, and some of your accomplishments may not fit neatly into the sections. Feel free to add additional academic and professional accomplishments that you do not think fit neatly but which are important to your evaluation in the self-assessment section. Examples provided are not universal expectations, but instead prompts to record effort and achievements.**

NAME:

SCHOOL/DEPARTMENT:

ACADEMIC YEAR: 20__ - 20__

(This report covers Fall 20__, Spring 20__ and Summer 20__)

RANK (Assistant/Associate/Full):

APPOINTMENT PERCENTAGES/ASSIGNMENTS:

I. RESEARCH, PUBLICATIONS, AND OTHER SCHOLARLY ACTIVITY:

A. Grant Applications and Awarded:

i. Grant or contracts awarded (indicate whether the faculty member is a Principal Investigator or plays a significant contribution as an investigator).

ii. Grant or contracts applications sent (indicate whether faculty member is the Principal Investigator or plays a significant contribution as an Investigator).

iii. Proposals in progress.

B. Publications:

Report on scholarly research work, including work published both in refereed journals and other platforms.

Published reports, articles

C. Conference Participation:

i. Conference presentations.

ii. Keynote speeches.

iii. Panel participation.

D. External Evaluations:

i. External reviews of articles, books and related research.

ii. Not an author, but selected based on expertise to review upcoming publication.

iii. Reviews of proposals.

II. MEDIA OR ONLINE ENGAGEMENT:

A. Media Coverage:

- i. National and local print (including citations of reports and research).
- ii. National and local radio or TV.
- iii. National and local electronic media (including citations of reports and research).

B. Online Engagement:

- i. Blogs or Op-ed articles.
- ii. Newsletters or other miscellaneous publications – including those sponsored by you or your organization and others to which you contribute.
- iii. Other social media

III. RECOGNITIONS AND AWARDS RECEIVED:

Report professional and personal awards or other types of recognition received during the past year. Examples include:

- i. Awards
- ii. Citations of work in government reports, funder reports, and reports by other organizations
- iii. Other types of citation or recognition by government organizations (e.g., citation in the Congressional Record) foundations, or other relevant organizations.
- iv. Influence on federal, state, or local policy, such as ideas generated by the faculty member that are adopted in a legislative or executive proposals.

IV. COMMUNITY SERVICE TO THE BROADER COMMUNITY, INCLUDING THE POLICY COMMUNITY:

Report participation in civil, educational, policy, and cultural activities; include outside consulting work done as a faculty member. Examples include:

- i. Testimony to government bodies, including legislatures, committees, and executive agencies.
- ii. Commenting on state or federal regulations, policy guidance documents, waiver requests, etc.
- iii. Presentations to policymaking organizations, professional associations, and similar organizations.
- iv. Internal reports prepared for government organizations, funders, stakeholder organizations, etc.
- v. Advice and technical assistance to states.
- vi. Advice and technical assistance to the field (non-profits, other research institutes, other universities).
- vii. Technical assistance or consulting services to government organizations, foundations, stakeholder organizations, etc.
- viii. Participation in expert panels or technical review panels convened by government organizations, funders, or other policy-related organizations.

V. SELF-EVALUATION/OTHER:

Include a paragraph or two evaluating your own work as a Research Professor/Fellow over the last year. Describe the progress you have made towards the goals you set last year and include your goals for the year to come. Highlight one professional achievement over the past year of which you are particularly proud. List any other information you would like to include in this report.

If you wish, list any comments or suggestions concerning any aspects of the University, especially those that would help you and your colleagues in the performance of your work and/or in meeting your goals.

I request an in-person meeting with my chair to discuss my yearly evaluation: _____ (please initial)

Signature:

Date: