MASSACHUSETTS INSTITUTE OF TECHNOLOGY
FACULTY PERSONNEL RECORD

[as specified for Promotion and Tenure]

Date: *Today's date*   **Full Name:** *BIOGRAPHICAL section*

Department: *BIOGRAPHICAL section*

1. Date of Birth: *BIOGRAPHICAL section*

2. Citizenship: *BIOGRAPHICAL section*

3. Education: *BIOGRAPHICAL section: EDUCATION*

The school, degree date and degree are displayed here. You may augment how you want your school's name and degree displayed in this report by filling in the boxes below the respective inputs. Otherwise, the standardized institute name and degree will be displayed instead.

4. Title of Thesis for Most Advanced Degree: *BIOGRAPHICAL section: EDUCATION*

The thesis of your most advanced degree will be displayed here. Please double check the system's default choice by going to REPORT SETTINGS for the FPR under the ACTION item.

5. Principal Fields of Interest: *PROFESSIONAL section: FIELDS OF INTEREST*

Each item in the FIELDS OF INTEREST will be listed here separated by a semicolon. Please choose those you want included/excluded by going to FPR's REPORT SETTINGS under the ACTION item.

One or two sentences; avoid over specialization.

6. Name and Rank of Other Department Faculty in the Same Field: *PROFESSIONAL section: PEER FACULTY AT MIT*

This will be listed alphabetically by last name.

7. Name and Rank of Faculty in Other Departments in the Same Field: *PROFESSIONAL section: PEER FACULTY AT MIT*

This will be listed alphabetically by last name

8. Non-MIT Experience (including military service):   *PROFESSIONAL section: NON-MIT EXPERIENCE*

Include part-time and summer jobs while in college if professionally relevant.

9. History of MIT Appointments: *PROFESSIONAL section: MIT APPOINTMENTS*

The ePR automatically retrieves MIT appointments from central records. If there are appointment records missing and you augment by entering additional information, this report will display all appointments from this section.

List chronologically by starting date; include appointments such as Instructor or Instructor-G, but not teaching or research assistantships. Include postdoctoral appointments, Lincoln Laboratory

appointments, and appointments such as laboratory director, etc. Omit "Electrical Engineering," etc. from titles.

10. Consulting Record: *SERVICE section: CONSULTING*

This item is written to the report by concatenating three fields that are separated by commas: Organization Name, Description and Service Role. Begin and end dates will be displayed.

11. Department and Institute Committees, Other Assigned Duties: *SERVICE section: under MIT SERVICE AND COMMITTEES*

This item is written to the report by concatenating three fields that are separated by commas: Organization Name, Description and Service Role. Begin and end dates will be displayed.

Include activities such as committees, counseling, graduate admissions, etc. Distinguish between department, laboratory, and Institute activities. Do not include thesis or UROP supervision.

12. Professional Service: *SERVICE section, under NON-MIT PROFESSIONAL ACTIVITIES*

This item is written to the report by concatenating three fields that are separated by commas: Organization Name, Description and Service Role. Begin and end dates will be displayed.

Include positions such as committees, program chair, etc.

13. Awards Received: *PROFESSIONAL section, under HONORS, AWARDS AND PROFESSORSHIP*

The ePR automatically retrieves honors & award records from IR's database. Any additional honor and award data you include in that section will be displayed as well.

Include teaching awards and competitive fellowships, such as Hertz and NSF. Do not include MIT-administered fellowships, research grants, or honorary societies. List honorary societies under item 14.

14. Current Organization Memberships: *SERVICE section: NON-MIT PROFESSIONAL ACTIVITIES*

These are elected offices only; positions such as program chair are listed in category 12. Unless an abbreviation is widely known, spell out names of organizations. Include professional honorary societies.

15. Patents and Patent Applications Pending: *SCHOLARSHIP section: PATENTS*

Example:
R. B. Eagle and V. W. Schnellfuss, "An Inertial Cooling Device for Velocipedes," US Patent No. 1,235,813, November 1975.

16. Professional Registration: *SERVICE section: NON-MIT PROFESSIONAL ACTIVITES*

Example:
Registered Professional Engineer, Commonwealth of Massachusetts, No. 314159.

17. Major New Products, Processes, Designs or Systems: *SCHOLARSHIP section*

This section is for items that represent significant achievements requiring synthesis. Each item description should be no more than two lines long.

<< PAGE BREAK WILL BE INSERTED>>

Educational Contributions Other Than Classroom Teaching of XXXXX

1. Teaching materials developed that illustrate teaching effectiveness or innovativeness (e.g., course syllabi, lecture or recitation content, course handouts, student assignments, educational technology modules):

TEACHING section: TEACHING MATERIALS

2. Education contributions, apart from classroom performance and supervision, such as new educational programs and curricula developed by the candidate (reference pertinent education publications or presentations in other sections of the FPR):

TEACHING section: EDUCATIONAL CONTRIBUTION

3. Contributions to the Educational Commons:

TEACHING section: CONTRIBUTIONS TO THE EDUCATIONAL COMMONS

This is expected for full professor promotion cases only.
(e.g., reading admissions folders; participating in freshman orientation (freshman picnic, FPOP); teaching in the GIRs; freshman advising/mentoring and freshman seminars; involvement in committees such as CUP, CoD etc.; participating in commencement; serving as a housemaster or house fellow; UROP supervision; participation in IAP activities; teaching/leadership in special programs for freshmen (e.g., ESG))

<< PAGE BREAK WILL BE INSERTED>>

Publications of XXXXX

PUBLICATION section

1. **Books**
   Example: Eagle, R.B., Introduction to Low Frequency Interferometry, Addison Wellesley, 1976.

2. **Papers in Refereed Journals**
   Example: Eagle, R.B., Tilt Factors in Windmill Design, Journal of Energetics 2, 317-341, July 1976.

3. **Proceedings of Refereed Conferences**
   Example: Eagle, R.B., "Fault Tolerant Design in Architecture," Proceedings of the 13th Annual Symposium of the San Andreas Foundation, San Francisco, CA, October 1974, pp 1906-1989.

4. **Other Major Publications**
   Include books in the final editing or printing stage and books not included in Category 1 above. Also include proceedings of un-refereed conferences and papers in un-refereed journals.

   Example: Eagle, R.B., "The Existence of a Fixed Point in the Hammurabi Code," in Information Theory and the Law, Lintpicker and Snyde, eds., Babbleon Press, 1985.

5. **Internal Memoranda and Progress Reports**
   Example: Eagle, R.B., "A Study of Personnel Policies and Morale in the Czechoslovakian Coast Guard," Res. Memo 73-037, January 1973.

6. **Invited Lectures**
   Include papers given at conferences without published proceedings. Talks given at several locations in succession can be grouped as shown. Talks given at MIT as part of normal collegial interactions, or talks given to sponsors that are expected or required as part of the funding relationship should not be included.

   Example: March 1975, "Integers Expressible as the Sum of Two Triangles," Department of Mathematics, University of California, Lumbago Springs, CA.

<< PAGE BREAK WILL BE INSERTED>>

Student Thesis Summary

STUDENTS & POSTDOCS section – summary counts are automatically calculated by the application and shown in SUMMARY THESIS SUMMARY

SUPERVISED THESES

STUDENTS & POSTDOCS section: SUPERVISED STUDENTS

> This item is written to the report in this format:
>
> Student name, "thesis title," thesis date (other department)
>
> <u>Please note</u>, the report automatically encloses the thesis title in quotation marks and outside department in parenthesis.
>
> *For theses written by students in other departments or other universities, indicate the department/ university in parentheses after the completion date.   If a thesis was used for two degrees, list it under the highest degree and include the comment: (also used for _____ degree).*

<< PAGE BREAK WILL BE INSERTED>>

Postdoctoral Associates and Fellows Supervised by XXXXX

STUDENTS & POSTDOCS section: SUPERVISED POSTDOCS

<< PAGE BREAK WILL BE INSERTED>>

Professional Statement of XXXXX

PROFESSIONAL section: PROFESSIONAL STATEMENTS

> Please note, if you have more than one professional statement in your ePR, please select the one you want displayed here by going to REPORT SETTINGS in the action section for the FPR report.
>
> *Candidates are asked to describe their work (teaching, research, and service) and the impact of their work as well as their goals for the future.*
> *Please limit the statement to 3-5 pages (12-point font or larger). The statement should be widely accessible (for example, to the Deans of all the Schools at MIT). It should contain a one- to two-page summary in non-technical language covering the following topics:*
> *(i) The broad problem domain in which the candidate works and the motivation/importance of this area,*
> *(ii) A summary of the candidate's contributions, and*
> *(iii) Comments on the importance/impact of these contributions.*

<< PAGE BREAK WILL BE INSERTED>>

Teaching Evaluations

TEACHING section: TEACHING EVALUATIONS