

**Drake University - College of Arts and Sciences  
Professional Activities Highlights and Evaluation  
(PAE) Calendar Year: 2024**

This Professional Activities Highlights and Evaluation (PAHE) form is used by tenured faculty in non-PAR years to summarize the most important accomplishments of the year. The Professional Activities Record (PAR) is required every three years for all tenured faculty (those whose last names start with A-H submit the PAR in January 2025, I-P in January 2026, and Q-Z in January 2027). **An updated c.v. must be appended.**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to Department Chairs:**

- 1) Review the faculty member's Professional Activities Record.
- 2) Write a short paragraph of evaluation for each category on page 2 of this form. If more space is needed, please attach additional pages to the document. The evaluation in each category should use appropriate adjectives to place the performance at a point on a spectrum ranging from unsatisfactory to outstanding. In each category, indicate the sources of information used in determining the evaluation.
- 3) On lines 1 - 4 below, place the faculty member's performance at a point on a spectrum ranging from unsatisfactory to outstanding. Follow with a key excerpt from the summary evaluation on page 2. The summary evaluation should take into account the evaluations by category, but the categories should not be given equal weight.
- 4) Discuss this evaluation with the faculty member and request his or her signature. If the faculty member wishes to take exception to the evaluation, he or she may state that exception in a separate memorandum to be attached to this form. Attach this form to the Professional Activities Record and submit signed PAE and PAR to the Dean by February 15 for tenure-track and tenured faculty with the exception of second-year faculty.

**1. Teaching:**

**2. Scholarship/Creative Activity:**

**3. Service to the Department, College, University, Profession, and Community:**

**4. Other Notable Activities:**

**SUMMARY EVALUATION EXCERPTS:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_  
Statement from faculty member, attached?  Yes  No

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean's summary evaluation, attached?  Yes  No

Faculty Member's Name: \_\_\_\_\_

1. Teaching:

2. Scholarship/Creative Activity:

3. Service to the Department, College, University, Profession, and Community:

4. Other Notable Activities:

**CHAIR SUMMARY EVALUATION:**

**The Dean** will write a paragraph or paragraphs of evaluation in response to the above highlights. The evaluation should use appropriate adjectives to place the performance at a point on a spectrum ranging from unsatisfactory to outstanding.