

**COUNCIL ON UNDERGRADUATE RESEARCH
CONSULTING SERVICE APPLICATION CHECKLIST**

Information to be supplied by the College/University Administration:

- ___ AAUP Salary Ranges and Starting Salaries for Faculty Ranks
- ___ Recent Levels of Internal Support for Start-Up Costs, Research, Equipment, and Faculty Travel Funding for the Department and/or Division
- ___ Statement of Goals for the Department and/or Division
- ___ Name, Title, Address, Telephone and Fax Number of
 - ___ Department Chair/Head
 - ___ Dean or Division Head
 - ___ and/or designated administrative contact person, if different than above)
- ___ Last Fall Total Undergraduate Enrollment
- ___ Last Fall Total Graduate (M.S.) Enrollment
- ___ Description of Sabbatical Leave and Other Faculty Development Programs

Information to be supplied by the Department:

A. Personnel

- ___ Vitae of each Faculty Member; include grants received, publications (indicate names of undergraduate co-authors)
- ___ Four to Five Year Listing of Teaching Loads (total contact hours per week) of all Individual Faculty Members (all courses and laboratory sections)
- ___ A List of Technical/Clerical Support Staff members with List of Responsibilities
- ___ A Description of any Release Time/Teaching Credit Programs for Chairs, for Directed Research, for New Tenure-Track Faculty Members, or any other faculty members
- ___ A Description of the Role, if any, of Teaching Assistants (MS Graduate or Undergraduates)

B. The Department

- ___ A Narrative Statement of Departmental Goals and Recent History
- ___ A Description of the Role of the Department within the Division/College of Science
- ___ Four to Five Year Listing of Enrollments in all Courses and Laboratory Sections
- ___ Four to Five Year Listing of Departmental Graduates, Honors Received and Post- Baccalaur
- ___ A Description of the Departmental Seminar Program, if any
- ___ A Listing of Library Journal Subscriptions in the Discipline (and related disciplines)
- ___ A List of Computer Data Bases or Search Facilities Available to Students/Faculty
- ___ A List of Science Library Staff

C. Curriculum

- ___ Course Syllabi (most recent for each course taught; include multiple sections if sections differ substantially)
- ___ College Catalogue or Bulletin
- ___ Suggested Program Outlines for the Major and the Minor, if one exists
- ___ Description of Recent Curricular Modifications and their Impact

D. Budget

- ___ 4-5 Year Listing of Departmental Budget Line Items
- ___ 4-5 Year Listing of Departmental Library Journal and Book Budgets
- ___ 4-5 Year Listing of Internal Research Support

E. Equipment and Facilities

- ___ Departmental Building Space in Square Feet (also indicate % available for research)
- ___ Description of Multimedia and other Instructional Technology routinely available
- ___ Description of Animal Husbandry and Greenhouse Facilities (if they exist)
- ___ Description of Other Specialized Facilities (e.g., darkrooms, NMR room, laser lab, etc.)
- ___ Description of Safety Equipment, Safety Program, etc.
- ___ Major Instrumentation--List Up To 10 Instruments and Year of Acquisition
- ___ 4-5 Year Listing of Departmental Budgets for Capital Equipment Acquisition and Maintenance (including computers)
- ___ 4-5 Year Listing of Departmental Equipment Grants (list external source & amount)

F. Undergraduate/Graduate Research

- ___ 4-5 Year Listing of Internal Research Support (any source within the school for research activity)
- ___ 4-5 Year Listing of Summer Research Projects, Including Topic, Supervisor, Student, Graduation Year of Student, and Source(s) of support.
- ___ 4-5 Year Listing of Departmental Research Grants (grants from external sources that are not specific to an individual research program)
- ___ 4-5 Year Listing of Academic Year Independent (Directed Research) Projects Supervised by Your Faculty
- ___ Representative copies of recent Independent Studies and/or MS theses

G. Opportunities and Problems

(This section is taken, with permission, from the excellent booklet "AAPT Guidelines for the Review of Baccalaureate Physics Programs")

- ___ What Opportunities Do You See For Improving Your Departmental Program?
- ___ What are the Most Critical Problems Facing Your Program?

___ If Additional Resources Could Be Devoted to Your Departmental Program, in What Order Would You Address the Opportunities or Problems Identified Above?