University
of Houston
Clear Lake

To:            Jim Helm
               Assistant Professor of Software Engineering and Systems Engineering

From:          Charles W. McKay, Dean
               With the concurrence of Division Chair          C W McKay

Xc:            Sadegh Davari, Division Chair

On:            September 1 , 2004

Subject:       Performance Evaluation for CY 2003

Thank you for your contributions to the many achievements of the School of Science and
Computer Engineering.

The following evaluation is based primarily upon your CY 2003 annual report and is augmented by our
own observations of your performance. These scores were used as inputs for merit raise decisions and
recommendations for this coming year. The results of the recommendations for merit raises were, as
always, subject to the approval of the University of Houston System Board of Regents.

Teaching (40%):          Very good to Excellent= 4.60
Last year you taught 10 SWEN and SENG rubric sections of 3 different courses. Thank you for teaching
overload. You received very good student evaluations. You advised students of both SWEN and SENG
programs. You were nominated for the Minnie Stevens Piper Award.

Research (40%):          Very good = 4.0
You submitted one conference paper. You presented one paper at the Innovations 2003 conference. You
assisted Dr. Dickerson on RICIS research activities. You were responsible for the Rational software
donation continuation of 50 licenses for the UCT open lab and the division's NT lab.

Service (20%):           Excellent = 5.0
Thank you for your service as the Program Chair of Systems Engineering. You also assisted on the
administration of RICIS. You served on the Admissions Committee of both Systems Engineering and
Software Engineering programs. You participated in student advising during the Graduate Open House
and during the open registrations. You were a member of the Faculty Senate, serving on the EPCC, for
which you received a Certificate of Appreciation from the President of UHCL. You served as a member of
Graduate Council. You presented to NASA and Contractors the Masters programs in SWEN and SENG.
You reviewed 5 papers for the IEEE American Control Conference. You coordinated and hosted
Innovations 2003 at UHCL. You are a member of INCaSE and you coordinated and hosted several events
of the Houston Chapter of INCaSE at UHCL. We appreciate your positive attitude and your willingness to
help out whenever the needs arise.

Overall:                 Very good = 4.6*.4 + 4.0*.4 + 5.0*.2 = 4.44

You will be notified in another letter from the university of your salary for FY 2005. However, the recommendation that was forwarded by your school included the following: a two percent across-the-board raise of $1 ,366 and a raise for promotion of $2,000.

Again, thank you for your contributions to our school and our university this past year. Your division chair and I look forward to working with you to further advance our school in the next year.