ANNUAL FACULTY INFORMATION SHEET

College of Arts and Letters

This information sheet is designed to give every faculty member the opportunity to take stock of their work and achievements. It asks for factual information as well as self-evaluative comments. Obviously, few faculty members will report something in every category. The information is to be submitted annually in accordance with the schedules for Personnel Actions in the Faculty Handbook. It will be used by the department chairs and dean in the compilation of their annual reports and for periodic evaluation of their faculty colleagues.

Instructions:

1. Save this form to your computer before making entries. Fill in each category as needed, and please make sure your entries are NOTin bold type. (If your entries automatically appear in bold, you can un-bold them by highlighting each entry and clicking the Bbutton in the toolbar at the top of the page.)

2. After completing, save this form as a PDF using the following naming format:

FIS YYYY (-YYYY) – Last Name, First Name. (Depending on your faculty rank the review period may be an academic year that spans two calendar years or a full calendar year.) This PDF will be submitted via Workflow.

3. An up-to-date curriculum vitae must be submitted annually by each faculty member along with this form (but as a separate file). Submit as a PDF using the following naming format:

CV YYYY (-YYYY) – Last Name, First Name.The year should be the same as for the FIS. For annual evaluations it is not necessary for the CV to follow the prescribed format for pre-tenure, tenure, and promotion dossiers.

4. Review period

Nontenured faculty including lecturers, senior lecturers, and master lecturers (except for nontenured tenure-line faculty who were hired mid-year and are in their first year)

The review period covers the prior academic year, with fall, spring, and summer terms in that order. Inclusion of information on summer teaching is optional. Where specific dates are relevant, e.g., for publications and grants, assume that the academic year begins September 1st (e.g., a paper published in August 2022 would fall in AY 21-22, while one published in September 2022 would fall in AY 22–23).

Tenured faculty, and nontenured tenure-line faculty who are in their first year

The review period covers the prior calendar year.

Name of Faculty Member:

Year Under Review:

I. Teaching

A. Courses Taught and Course Releases

1. Courses Taught (insert additional rows if needed). For ‘Mode’, enter ‘O’ for on-campus courses, ‘A’ for asynchronous online, ‘S’ for synchronous online, and ‘H’ for hybrid.

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| --- | --- | --- | --- | --- |
| Term | Course Prefix and # | Course Title | Mode | Enrollment  (from grade sheets) |
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2. Course Releases (Tenured and tenure-track faculty on a 3-3 load should include a 3-hour release per term for ‘Research’)

|  |  |  |
| --- | --- | --- |
| Term | Hours | Reason |
|  |  |  |
|  |  |  |
|  |  |  |

B. Related instructional activities

1. New courses and program development:

2. Instructional media and faculty development projects:

3. Thesis and dissertation supervision:

a. completed during past twelve months:

b. in progress:

4. Internship/practicum supervision:

5. Independent study supervision not included in I, A above:

C. Please provide information on the quality of your teaching. This may include, but is not limited to, comments on the statistical evidence of your teaching performance and on individual student comments, information on teaching institutes or conferences attended, and details on innovations in curriculum or instruction:

II. Research-Related Activities

A. List all scholarly work published during the past twelve months (articles, books, book reviews, etc.) with exact bibliographical citation. Faculty members in the arts should list comparable accomplishments such as paintings or sculpture exhibited, public recitals given, plays staged, dances choreographed and performed, also with complete factual information (date, title, place, etc.) Please note that work in progress or work accepted but not yet printed should not be included in this section:

B. List of work accepted for publication but not yet in print (include title of journal or publisher and anticipated date of publication):

C. Scholarly papers presented (title, date, place, organization). (Do not list items that belong under III, C.):

D. List of research grants, contracts, and commissions proposed during the past twelve months (specify role and credit share if applicable, agency, title of project, amount, and status of award—awarded, not awarded, under review):

E. List of research grants, contract, and commission not included under ‘D’ on which an award decision was received during the past twelve months (specify role and credit share if applicable, agency, title of project, amount, and status of award—awarded or not awarded):

F. Description of research in progress, both funded and unfunded:

G. Please give any other information concerning your research and scholarly activities which you consider pertinent (e.g., citations or evaluative comments on your work):

III. Service Activities

A. Student advising (list number of students assigned to you or explain other advising roles):

B. Regional/state/national professional office (give nature of activity):

C. Professional meetings and conventions attended (date, place, organization; please note if you participated as a session chair, respondent, discussant, round-table speaker, panelist, or another capacity):

D. Talks given (other than those listed in II, C):

E. Consulting and other professional service activities (name of client, dates); indicate whether paid for services:

F. Service in support of college or university activities (arrangements for visiting scholars and artists, organization of workshops and conferences, etc.):

G. Non-credit courses taught (title, date):

H. Service as departmental chair, chief departmental advisor, program director, or other service beyond the committee level:

I. Departmental/college/university committees (titles of committees, nature of activity); information concerning your role in the committee's activities is useful:

J. Other professional service activities:

IV. Other Relevant Information

If you feel that there is other information relevant to the establishment of the proper record of your contributions to the university which you have not had the opportunity to present under the previous categories of Teaching, Research-Related Activities, and Service Activities, please give details here:

V. Goals for Next Twelve Months

List below specific goals in teaching, research, service or professional development that you plan to accomplish in the coming year. The department chair will review these goals and may consult with the faculty member concerning alterations or additions. Please note that, if circumstances change, alterations in these goals may be negotiated between faculty member and chair during the coming year: