

ANNUAL FACULTY INFORMATION

College of Arts and Letters

NOTE: 1. An up-to-date curriculum vitae must be submitted annually by each faculty member as an attachment to this form. 2. A peer review of a teaching portfolio (not the portfolio itself) must be attached to this form for all non-tenured faculty members and for tenured faculty members who have had a portfolio review in the preceding twelve months. 3. Copies of print-outs of student evaluations and of student comments must be attached for all faculty members. These will be returned following the dean's evaluation.

This information sheet is designed to give every faculty member the opportunity to take stock of her or his work and achievements. It asks for factual information as well as self-evaluative comments. Obviously, few faculty members will be able to report something in every category in any one year.

The period covered in this self-evaluation is as follows:

1. for teaching - the past two completed semesters (information on summer session may be included, if you wish);
2. for research and service - the past twelve months.

The information is to be submitted annually in accordance with the schedule distributed by the Provost's office. 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. This information sheet, with any attachments you wish to include, will become part of your permanent record in the departmental and dean's offices.

*****Instructions for this form: Save this form to your computer before making entries.** Fill in each category as needed, and please make sure your entries are **NOT** in bold type. (If your entries automatically appear in bold, you can un-bold them by highlighting each entry and clicking the **B** button in the toolbar at the top of the page.)

Name of Faculty Member:

Date Submitted:

I. Teaching

A. Courses taught.

Spring semester,

Course No.:

Title:

Credit Hours:

Enrollment (from grade sheets):

Fall semester,

Course No.:

Title:

Credit Hours:

Enrollment (from grade sheets):

B. Related instructional activities

1. New courses and program development:

2. Instructional media and faculty development projects:

3. Thesis and dissertation supervision (list only students who have completed their work and received their degrees during the time period covered):

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 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 grant and project proposals submitted during the past twelve months:

E. List of research grants, contracts, and commissions received during the past twelve months (specify agency, title of project, amount, and date of award):

F. Record of released time received from the college or university for research or grant-related activities (indicate if reimbursed):

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

H. 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 the 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:

.