**FACULTY ANNUAL ACTIVITIES REPORT**

For the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name:* *Date:*

*Department:* *Signature:*

Please complete this form (instructions at §6.5) and submit two copies to your chair by the announced deadline, enclosing two copies of your current *curriculum vitae.*  (One copy of each will be forwarded to the Dean for your personnel file.)

**Teaching (**see §§6.5.1.1–3)

1. List all courses taught and enrollments (class size after drop-add period). Note any special features of the course (see §§6.5.1.1–2).

2. List all other regularly scheduled instructional commitments such as office hours, direction of independent study, internships, honors projects, and formal undergraduate research projects (see §6.5.1.2).

3. Comment on the effectiveness of your teaching performance this year as evidenced by enrichment of the curriculum, project proposals for enrichment of the curriculum, and classroom performance and innovation (see §6.5.1.3).

**Scholarly, Creative, and Professional Activity** (see §§6.5.2.1–3)

1. List the year’s activities and accomplishments such as scholarly publications, exhibitions, performances, presentations, teaching development, active professional affiliation, and organizational responsibilities.

2. Annotate the list with comments about the nature and quality of each activity.

**Service** (see §§6.5.3.1–4)

1. List the year’s activities and accomplishments in the College, in the department, in the University, and in the community.

2. Annotate the list with comments about the nature and quality of your involvement, noting positions of responsibility, atypical workload, etc.

**Optional Summary Statement:** If not adequately covered by annotations above, include with this report a general commentary on the year’s activities*.*