List of Activities for Calendar Year 20____ [Form 4]

Name of Faculty Member:

Department:

College:

Split Appointment:  □  no
□  yes (please describe below)

Release from Teaching:  □  no
□  yes (please describe below)

Faculty must include a list of activities completed during the year under review for the following categories:

- Teaching Effectiveness (or Job Performance of Faculty with Non-Teaching Assignments);
- Professional, Scholarly and Creative Activity;
- University and Public Service Activities

Sub-categories are provided below in order to assist faculty in organizing their information. Faculty are not expected to submit materials in every sub-category. DELETE sub-categories as appropriate in completing this form.

(See also section 6.3.5.5 “The Review File” in the Faculty Handbook for additional information.)
1 Teaching Effectiveness (or Job Performance of Faculty with Non-Teaching Assignments)

a. Course Load (examples: courses taught, factors influencing course load, types of courses taught)
   
   

b. Instructional Methodology (examples: syllabi, innovative teaching methods or assignments, assessment techniques)
   
   

c. Evaluation (examples: peer observation, student evaluation of course, exit evaluations by students upon completion of the program)
   
   

d. Service to Students (examples: advising, supervision of student research, independent study, assistance with graduate school placement)
   
   

e. Enhancement of Teaching Skills (examples: participation in programs and/or conferences for improving teaching, peer mentoring, collaborative teaching)
   
   

f. Student Performance (example: student performance on assessments prepared by the instructor)
   
   

g. Support for Department Goals (examples: curriculum development, developing new programs and/or licensure authorizations)
   
   •
   
   •

h. Honors and Awards Related to Teaching

   •
   
   •

If applicable: Job Performance of Faculty with Non-Teaching Assignments

a. Skills and Knowledge

   •
   
   •

b. Management Skills

   •
   
   •

c. Professional Effort

   •
   
   •

d. Leadership

   •
   
   •

II Professional, Scholarly and Creative Activity

a. Published/Reviewed/Refereed/Invited Works
   (1) Articles
b. Works Not Refereed or Not Adjudicated: Presentations, papers, panels, workshops or performances at a professional meeting without a review policy

c. Honors and Awards: Awards recognizing outstanding research and creative activity by any level from a department through an international professional organization.
d. Service to the Profession (examples: journal editor, adjudicator, reviewer, consultant, committee work related to one’s discipline)

III University and Public Service Activities

a. University Service (e.g. student, department, college, university, system, and/or other)
   (1) Student

   (2) Department

   (3) College

   (4) University

   (5) System

   (6) Other
b. Public Service (discipline-related presentations or service)


c. Honors and Awards
   (1) Department, college, university, or other service awards


   (2) Service award from a discipline-related professional organization

