**FACULTY ANNUAL REPORT TEMPLATE**

Name: Date:

Present Rank: Years at present rank:

Position Description: % teaching % research % service

Comments:

**A. Teaching Efforts**

1. List all courses taught in the last academic year and this year Fall semester:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Term, Year** | **Course number and title** | **Credits** | **3rd Week Enrollment** | **% Responsibility** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2. List all course evaluation means:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Course #** | **Satisfaction** | **Instructor as Teacher** | **Communication** | **Quality** | **Fair Grading** | **Understanding Content** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

3. List any new courses you taught:

4. List any new pedagogical approaches you employed in your courses:

5. Describe your undergraduate mentoring efforts:

6. Describe your graduate mentoring efforts:

7. List any completed graduate degrees:

8. List any pedagogical training workshops or other educational training activities you participated in:

9. List any teaching related awards:

**B. Scholarly and research activities**

1. Publications accepted/published (provide complete citation):

A. Refereed Journal

B. Non-refereed Journal

C. Books/Book Chapters

D. Review Articles

E. Other Articles

F. Meeting Abstracts/Proceedings

G. Other (media, video, technical reports, etc.)

2. Manuscripts submitted (provide publication, title, date of submission):

3. List active Grants, Contracts and Awards (project title, source, your role, co-PI’s, amount and dates):

4. List any Grants, Contracts and Awards submitted and under review (project title, source, your role, co-PI’s, amount and dates):

5. List any Grants, Contracts and Awards submitted but not funded review (project title, source, your role, co-PI’s, amount and dates):

6. List any goals or plans for future grant submissions:

7. List any presentations at meetings or conferences:

8. List any presentations at meetings or conferences by your students:

9. List any invited seminars:

10. List any professional development activities you have participated in for your research:

11. List any awards you have received for your scholarly activities:

Scholarly Production Summary

|  |  |  |
| --- | --- | --- |
|  | | Total |
| Peer Reviewed Publications (published or accepted) | |  |
| National or International Invited Presentations | |  |
| Research Grants and Contracts | Cumulative Amount: $ |  |

**C. Service Activities**

1. Local Service (committee title, note if chair/leader):

A. University

B. College

C. Department

2. Professional Service

A. Professional Memberships

B. Editorships

C. Conference session chairs

D. Professional society leadership roles

E. Grant/Manuscript/Other reviews

3. List your advising activities, number of students advised, how many times you met with them and any extraordinary advising activities you participated in:

4. Public service and outreach – list any activities not mentioned elsewhere:

5. List any awards pertaining to service activities: