**Time Period: September 1, 20****through August 31, 20**

**\*\*NOTE: *Please only include information for the time period indicated above*\*\***

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| **Academic Employee Name** | | | |  | | | | |
| **Rank** |  | | | | | **Department** | |  |
| **Specialties within discipline** | | | | |  | | | |
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| **Section I: CURRICULUM VITAE** | | | | | | | | |
| **Submit a current, updated CV in conjunction with this form.** | | | | | | | | |
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| **Section II: EFFECTIVENESS** | | | | | | | | |
| **II.A: Teaching Effectiveness (Winter/Summer Term Optional)** | | | | | | | | |
| **Term** | | **Courses Taught** | | | | | **Credit Hours Taught** | |
| **Fall 20** | |  | | | | |  | |
| **Winter 20** | |  | | | | |  | |
| **Spring 20** | |  | | | | |  | |
| **Summer 20** | |  | | | | |  | |
| **Indicate procedures used to assess teaching effectiveness, and new and innovative pedagogy. Please feel free to comment on Student Course Comments from last year.** | | | | | | | | |
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| **II.B: Advising Effectiveness** | | | | | | | | |
| **Number of advisees** | | |  | | | | | |
| **Include advising activities, new and innovative advising strategies.** | | | | | | | | |
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| **Section III: MASTERY OF SUBJECT MATTER** | | | | | | | | |
| **III.A: Advanced Degrees/Licenses** | | | | | | | | |
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| **III.B: Awards and Honors** | | | | | | | | |
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| **Section IV: SCHOLARLY ABILITY**  *Indicate juried/refereed activities. Include grants proposed/awarded, articles and books submitted/accepted, presentations at professional meetings, performances, shows or productions directed. Optional for Lecturers.* | | | | | | | | |
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| **Section V: UNIVERSITY SERVICE**  *Optimally includes at least 2 of the 3 areas listed below. Optional for Lecturers.* | | | | | | | | |
| **V.A: Administrative/Committee Assignments** | | | | | | | | |

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| **V.B: College-Related Public Service**  *External presentations, outreach.* | | | |
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| **V.C: Campus Community Service**  *Participation in recruitment activities – open house, student admitted day; advisement of student clubs, volunteering at*  *on-campus events.* | | | |
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| **Section VI: CONTINUING PROFESSIONAL GROWTH**  *(Optional for Lecturers)* | | | |
| **VI.A: Professional Memberships**  *Indicate leadership roles and term of office.* | | | |
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| **VI.B: Professional Meetings, Seminars and Workshops Attended** | | | |
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| **VI.C: Courses or Degrees Completed** | | | |
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| **Section VII: DESCRIBE FUTURE GOALS & PLANS**  *(Optional for Lecturers)* | | | |
| **VII.A: This Past Year’s Goals and Plans**  *Indicate the progress made in accomplishing last year’s goals and plans.* | | | |
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| **VII.B: Goals and Plans for Next Year**  *Include professional and curriculum development.* | | | |
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| **VII.C: Long Range Goals and Plans**  *Include professional and curriculum development.* | | | |
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| **Section VIII: OTHER INFORMATION**  *Include other activities not already covered above, but which you wish to note.* | | | |
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| **Section IX: SUGGESTIONS FOR THE COLLEGE** | | | |
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| **Section X: DEAN COMMENTS** | | | |
|  | | | |
| **Signature of Academic Employee** |  | **Date** |  |
| **Signature of School Dean** |  | **Date** |  |

**Faculty: Please submit completed form to your Department Chair by September 15th.**

**Academic Dean’s Office: Copies of completed, signed form to faculty member and Department Chair.**