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

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

|  |  |
| --- | --- |
| **Academic Employee Name** |       |
| **Rank** |       | **Department** |       |
| **Specialties within discipline** |       |
|  |
| **Section I: CURRICULUM VITAE** |
| **Submit a current, updated CV in conjunction with this form.** |
|  |
| **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.**  |
|       |
| **II.B: Advising Effectiveness** |
| **Number of advisees** |  |
| **Include advising activities, new and innovative advising strategies.** |
|       |
| **Section III: MASTERY OF SUBJECT MATTER**  |
| **III.A: Advanced Degrees/Licenses** |
|       |
| **III.B: Awards and Honors** |
|       |
| **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.* |
|  |
| **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.* |
|       |
| **V.C: Campus Community Service***Participation in recruitment activities – open house, student admitted day; advisement of student clubs, volunteering at* *on-campus events.* |
|       |
| **Section VI: CONTINUING PROFESSIONAL GROWTH***(Optional for Lecturers)* |
| **VI.A: Professional Memberships** *Indicate leadership roles and term of office.* |
|       |
| **VI.B: Professional Meetings, Seminars and Workshops Attended** |
|       |
| **VI.C: Courses or Degrees Completed** |
|       |
| **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.* |
|       |
| **VII.B: Goals and Plans for Next Year***Include professional and curriculum development.* |
|       |
| **VII.C: Long Range Goals and Plans***Include professional and curriculum development.* |
|       |
| **Section VIII: OTHER INFORMATION***Include other activities not already covered above, but which you wish to note.* |
|       |
| **Section IX: SUGGESTIONS FOR THE COLLEGE** |
|       |
| **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.**