

ANNUAL FACULTY RECORD

Please include this cover sheet with your completed Faculty Record.

The use of the Faculty Record is discussed in Section 3.4 of the *Faculty Handbook*.

Name: _____ Academic Year: _____

Rank/Title: _____ Department/Program: _____

Administrative Assignment (if any): _____

Fall reassigned hours ___ teaching ___ scholarship/creative activity ___ service
Spring reassigned hours ___ teaching ___ scholarship/creative activity ___ service

Please note: Faculty are expected to comment on each item.

I. TEACHING

- (A) List courses taught in each semester, including information about the *nature and enrollment* of each course (e.g. required, service course, elective).
- (B) Briefly outline teaching contributions to *Integrative Liberal Studies and other university programs* (e.g. honors, MLA).
- (C) Briefly outline *teaching innovations* including co-curricular activities used to enhance student learning environments.
- (D) Did *reassigned time* support these activities? If yes, briefly describe the use of this time.

II. SCHOLARSHIP, CREATIVE AND PROFESSIONAL ACTIVITY

- (A) List *scholarly and creative activities* for this year indicating the status for each (e.g., in progress, submitted for peer review, published/presented). Please include work on grants (e.g. submitted/accepted, funded/not funded) and copyrights, patents, software created.
- (B) List *undergraduate research* performed under your supervision and published, or presented, by students.
- (C) List other *professional development* activities such as memberships and offices in professional organizations; professional consultancies; contributions as editor, judge or reviewer; conferences, seminars or projects in which you participated, etc.
- (D) Did *reassigned time* support these activities? If yes, briefly describe the use of this time.

III. SERVICE

- (A) List *department service* including departmental committees or projects and major advising.
- (B) List *university service* including freshman/ILS advising, assignments on committees or task forces, work with other departments, etc.
- (C) List your involvement in *co-curricular activities* to enhance faculty-student relationships (e.g. student club advisor, intramural coach, orientation).
- (D) List *community service* that directly relates to your professional training and expertise (e.g. commissions/boards of directors, public lectures/workshops, and work with local media).
- (E) Did *reassigned time* support these activities? If yes, briefly describe the use of this time.

IV. FACULTY GOALS AND PERFORMANCE

- (A) Briefly outline your *progress* on the faculty goals listed in last year's Faculty Record and summarize any other information that you consider relevant to this evaluation.
- (B) List faculty goals for the *upcoming year* in the areas of teaching, scholarly/creative activity, and advising/service.