ANNUAL FACULTY RECORD
Please include this cover sheet with your completed Faculty Record.

Annual evaluation and the Faculty Record are discussed in Section 3.4 of the Faculty Handbook.

Name: ____________________________________  Academic Year: _____________________

Rank/Title: ____________________________________  Department/Program: ______________________

Administrative Assignment (if any): ______________________________________________

Those with administrative assignments as chair/program director complete the form for Annual Administrative Review and attach it to the faculty record.

Fall reassigned hours: ____  Purpose: ____________________________________________

Spring reassigned hours: ____  Purpose: ____________________________________________

I.  TEACHING
(A) List courses taught in each semester, including information about the contact hours, enrollment, and nature 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 used to enhance student learning, including new course development.

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), copyrights, patents, software created, etc.

(B) List undergraduate research performed under your supervision.

(C) List other professional development activities such as membership and offices in professional organizations; professional consultancies; contributions as editor, judge or reviewer; conferences, seminars or projects in which you participated; research for new course preparation; etc.

III. SERVICE
(A) List department service including departmental committees or projects, assessment, major advising, etc.

(B) List university service including freshman/ILS advising, committees or task forces, ILS assessment, etc.

(C) List 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).

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.

Revised for 2011-12