





# ANNUAL ACTIVITIES REPORT

Covers the period July 1, 2010 – June 30, 2011

**Instructions:** Respond to each section of this Annual Activities Report as completely as possible. If you have any questions, please consult with your dean or director, or contact the Office of the Provost at 474-5178. This report is to cover the period July 1, 2010 – June 30, 2011. Submit the completed report to your dean or director, together with a current CV, no later than **October 2**.

## 1. Personal Information

|      |                |                     |
|------|----------------|---------------------|
| Name | Academic Title | Department/Division |
|      |                |                     |

## 2. Workload Summary

|      |              |              |              |
|------|--------------|--------------|--------------|
| Year | Teaching (%) | Research (%) | *Service (%) |
|      |              |              |              |

\* Include management under service.

## 3. Teaching

| Table 3.1: Instructional Activities |                             |         |   |               |                   |                     |
|-------------------------------------|-----------------------------|---------|---|---------------|-------------------|---------------------|
| Semester                            | Course Name, Number & Title | Credits | Contact Hours (Lecture & lab, i.e. 3&0) | Students # of | Type <sup>1</sup> | Shared <sup>2</sup> |
|                                     |                             |         |   |               |                   |                     |

<sup>1</sup> Classroom, studio, laboratory, distance delivery, undergraduate/graduate seminars, new course preparation, independent studies, non-credit educational activities, extension instructional activities, major revision of an older course, and other activities related to curriculum development.

<sup>2</sup> Name(s) of instructors if course is team-taught.

| Table 3.2: Student Advising – Graduate and/or Undergraduate |                   |                    |
|---|-------------------|--------------------|
| Year  | Type <sup>1</sup> | Number of Students |
|   |                   |                    |

<sup>1</sup> Member of graduate committee, individual advising of graduate students, assigned undergraduate advisees, unassigned undergraduate advisees.

## 4. Research, Scholarly and other Creative Activities

| Table 4.1: Publications   |                       |                   |                     |                               |
|---|-----------------------|-------------------|---------------------|-------------------------------|
| List only those publications that appeared in print during the time covered in this review. |                       |                   |                     |                               |
| Year Published  | Citation <sup>1</sup> | Type <sup>2</sup> | Review <sup>3</sup> | Student Coauthor <sup>4</sup> |
|   |                       |                   |                     |                               |

<sup>1</sup> Clearly reference entry on CV or give proper citation if publication is not listed on CV.

<sup>2</sup> a) Published (i) articles and (ii) technical papers.

b) Published books, monographs, case, book chapter, book review, conference proceeding.



<sup>1</sup> Poster session, round-table, etc.

<sup>4</sup> Name and standing of student co-presenter

## 5. Integration of Teaching and Research

**Table 5.1: Graduate Committee Chair:**

**A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project**

| Student Name | Duration <sup>1</sup> | Degree Sought | Student Status <sup>2</sup> |
|--------------|-----------------------|---------------|-----------------------------|
|              |                       |               |                             |

<sup>1</sup> Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.

| Activity | Duration | Your Role |
|----------|----------|-----------|
|----------|----------|-----------|

<sup>1</sup> Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

**7. Professional Development.**

Describe/list activities that contributed to your professional development e.g. continued formal education, workshops, conferences, and fellowships - and indicate how they contributed to your development.

**8. Honors and Awards.**

List any honors and awards received, including the year in which you received them.

**9. Narrative Self-Evaluation.**