Faculty of Arts
Annual Activity Report for Academic Members

DATE:

SECTION 1 – ACTIVITY REPORT

1. Personal Information:

   Name:

   Department:

   Rank:

   Date of Appointment:

   Type of Appointment:

2. Teaching Dossier:

   List or include the following information:
   (i) awards received for distinguished teaching
   (ii) courses taught, identified by course no., title, and enrolment at the end of the course change period
   (iii) outlines (student handouts) of all courses taught
   (iv) summaries of most recent student evaluations
   (v) names of honours and graduate students (M.A.; Ph.D.) supervised
   (vi) names (and department) of graduate students (M.A.; Ph.D.) on whose program or thesis committee you have served
   (vii) activities undertaken to enhance teaching (e.g. workshops attended, development grants received, materials created or published for use in teaching)

   Include copies of the following items, as you think appropriate:

   (viii) a statement of any modification of teaching philosophy or specific methods employed
   (ix) proposals for new courses, curriculum and program development
   (x) reports of peer observations or peer evaluations of classes
   (xi) unsolicited responses from students
   (xii) copies of all essay topics, assignments, tests, and examinations
   (xiii) samples of marked essays or assignments, indicating the range of grades awarded
3. **Research and Scholarly Activities:**

(i) List any awards or prizes received for distinguished research and scholarship

(ii) Provide a list of the following items (identified by category):
   (a) books, written or edited
   (b) articles in refereed journals
   (c) articles in non-refereed journals
   (d) chapters in books edited by yourself or others
   (e) refereed papers delivered at conferences
   (f) non-refereed papers delivered at conferences
   (g) research reports
   (h) book reviews
   (i) other forms of publication
   (j) conferences attended
   (k) editorial assignments

(iii) List creative endeavours or performances related to scholarly and professional work

(iv) List all research grants or contracts currently held

(v) Provide a brief description of
   (a) your current research projects (may include current grant applications)
   (b) your plans for the summer ahead
   (c) the progress made since the previous report

(vi) List any commissioned peer reviews: journal or book manuscripts, grant applications, external refereeing of tenure or promotion documents

(vi) Other materials you wish to include, as appropriate
   (a) reviews of your published work
   (b) readers' reports of your manuscripts under consideration
   (c) external referees' assessments of your grant applications
   (d) unsolicited kudos relating to your research and publications

4. **Service and Administrative Duties:**

(i) List any awards received for distinguished service

(ii) List all committees served on during the past year (if you served as Chair, please indicate)
   (a) University and Senate committees
   (b) Faculty committees
   (c) Department committees
   (d) UMFA or other union committees
   (e) committees of scholarly or professional associations

(iii) List any other community and professional activities, including public and media appearances

(iv) List administrative position(s) held during the past year
SECTION 2 – PLANNING

Please provide an outline of your plans for:

(i) changes in your activities and/or in the distribution of time and effort among them
(ii) new and/or continuing projects and initiatives in teaching, research & scholarship and service

SECTION 3 – EVALUATION

(i) Head’s evaluation: This section will consist of the department Head’s evaluation and signature and will be submitted to the faculty member by February 28th.

(ii) Faculty member’s comments: This section is optional for the Faculty member to complete after reviewing the Head’s evaluation. The faculty member must sign and return the form by March 15 to the Head.

_____________________________________          _________________________
Head signature      Date

_____________________________________          _________________________
Faculty member signature     Date