***Blue text on a black background

Description automatically generated* Due September 15th**

**Faculty Information Form**

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

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

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| **Academic Employee Name** | | | |  | | | | | | | |
| **Rank** |  | | | | | | **Department** |  | | | |
| **Specialties within discipline** | | | | |  | | | | | | |
|  | | | | | | | | | | | |
| **Section I: CURRICULUM VITAE** | | | | | | | | | | | |
| **Submit a current, updated CV in conjunction with this form.** | | | | | | | | | | | |
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| **Section II: TEACHING EFFECTIVENESS** | | | | | | | | | | | |
| **II.A: Teaching Effectiveness (Winter/Summer Term Optional)** | | | | | | | | | | | |
| **Term** | | **Courses Taught (Ex., ENGL 101, BIOL 101, etc.)** | | | | | | | | **Credit Hours/Contact Hours Taught** | |
| **Fall 20** | |  | | | | | | | |  | |
| **Winter 20** | |  | | | | | | | |  | |
| **Spring 20** | |  | | | | | | | |  | |
| **Summer 20** | |  | | | | | | | |  | |
|  | | | | | | | | | | | |
| **Indicate procedures used to assess teaching effectiveness, implementation of new and innovative pedagogy, and how student course comments have been addressed since your last appointment.** | | | | | | | | | | | |
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| **II.B: Advising Effectiveness *(if applicable)*** | | | | | | | | | | | |
| **Number of advisees** | | |  | | | | | | | | |
| **Include advising activities, new and innovative advising strategies. *(if applicable)*** | | | | | | | | | | | |
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| **Section III: MASTERY OF SUBJECT MATTER** | | | | | | | | | | | |
| **III. A: Include a statement of Mastery of Subject Matter**  **(*provide narrative about how Mastery of Subject Matter is met*)** | | | | | | | | | | | |
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| **III.B: Advanced Degrees/Licenses (*if applicable*)** | | | | | | | | | | | |
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| **III.C: Awards and Honors (*if applicable*)** | | | | | | | | | | | |
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| **Section IV: UNIVERSITY SERVICE**  *Optimally includes at least 2 of the 3 areas listed below and includes a brief narrative describing activities.* | | | | | | | | | | | |
| **IV.A: Administrative/Committee Assignments** | | | | | | | | | | | |
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| **IV.B: College-Related Public Service**  *External presentations, outreach.* | | | | | | | | | | | |
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| **IV.C: Campus Community Service**  *Participation in recruitment activities – open house, admitted student day, advisement of student clubs, volunteering at*  *on-campus events.* | | | | | | | | | | | |
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| **Section V: CONTINUING GROWTH**  Include a brief narrative in each category describing activities | | | | | | | | | | | |
| **V.A: Professional Memberships**  *Indicate leadership roles and term of office* | | | | | | | | | | | |
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| **V.B: Professional Meetings, Seminars and Workshops Attended** | | | | | | | | | | | |
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| **V.C: Courses or Degrees Completed** | | | | | | | | | | | |
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| **Section VI: OTHER INFORMATION**  **Include other activities not already covered above, but which you wish to note.** | | | | | | | | | | | |
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| |  | | --- | | **Section VII: SCHOLARLY ABILITY (Optional for Lecturers)**  *Indicate juried/refereed activities. Include grants proposed/awarded, articles and books submitted/accepted, presentations at professional meetings, performances, shows or productions directed.* | |  | | | | | | | | | | | | |
| **Section VIII: DESCRIBE GOALS AND PLANS** | | | | | | | | | | | |
| **VIII.A: Summary of Accomplishments of Previous Three Years’ Goals and Plans**  *Indicate the progress made in accomplishing the last three years’ goals and plans.* | | | | | | | | | | | |
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| **VIII.B: Long Range Goals and Plans (3 years)**  *Include professional and curriculum development.* | | | | | | | | | | | |
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| **Section IX: CHAIR COMMENTS** | | | | | | | | | | | |
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| **Section X: DEAN COMMENTS** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Signature of Faculty Member** | | | | | |  | | | **Date** | |  |
| **Signature of Department Chair** | | | | | |  | | | **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.**