**** 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** |       |
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| **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** |       |       |
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| **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.**  |
|       |
| **II.B: Advising Effectiveness *(if applicable)*** |
| **Number of advisees** |  |
| **Include advising activities, new and innovative advising strategies. *(if applicable)*** |
|       |
| **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*)** |
|       |
| **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** |
|       |
| **IV.B: College-Related Public Service** *External presentations, outreach.* |
|       |
| **IV.C: Campus Community Service***Participation in recruitment activities – open house, admitted student day, advisement of student clubs, volunteering at* *on-campus events.* |
|       |
| **Section V: CONTINUING GROWTH**Include a brief narrative in each category describing activities |
| **V.A: Professional Memberships** *Indicate leadership roles and term of office* |
|       |
| **V.B: Professional Meetings, Seminars and Workshops Attended** |
|       |
| **V.C: Courses or Degrees Completed** |
|       |
| **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.*  |
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| **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.* |
|       |
| **Section IX: CHAIR COMMENTS**  |
|       |
| **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.**