

## FACULTY ACTIVITY ANNUAL SUMMARY

Academic Year: September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_

Name:

Department/Program:

The Faculty Activity Annual Summary provides each full-time faculty member with a formal means of inventorying the previous academic year's professional work. Per the *Full-Time Faculty Handbook*, summaries have an evaluative function (reviewed by chairpersons, included in tenure/promotion dossiers, etc.). Complete this summary and submit it to your chairperson (and, where appropriate, to your program director) and to the Office of Academic Affairs by September 1<sup>st</sup>.

### I. TEACHING

#### A. Workload (required)

- Courses Taught (for each course/lab, list prefix & number, semester, teaching credits, & number of students enrolled; identify new preparation courses).
- Supervised Experiences (for each experience, list—where appropriate—course prefix & number, semester, number of students supervised, type of supervision—research, independent study, internship, etc.).
- Academic advisement (identify number of students advised & semester).

#### B. Innovations/Modifications (optional)

- Courses Taught (for each course/lab, list prefix & number, semester, teaching credits, & number of students enrolled; identify new preparation courses).
- Supervised Experiences (for each experience, list—where appropriate—course prefix & number, semester, number of students supervised, type of supervision—research, independent study, internship, etc.).
- Academic advisement (identify number of students advised & semester).

#### C. Other (optional)

- List or detail other significant teaching-related information (HIPs, service-learning course components, changes in teaching philosophy, pedagogical professional development, or public scholarship, etc.).

### II. PROFESSIONAL ACTIVITIES

- A. Additional degree or university course work undertaken or completed
- B. Other educational experiences (workshops, institutes, and conferences)
- C. Ongoing research (papers under editorial review, in draft stage, etc.)
- D. Publications
- E. Presentations (local, regional, state, national, international)
- F. Offices or committees in professional societies, reviewer of material, service on accrediting teams, etc.
- G. Grant applications submitted or funded.

### **III. COLLEGE AND COMMUNITY SERVICE**

- A. Department (administration and committees, advisement, moderating clubs, developing curriculum, reports, evaluations, screening prospective faculty, recruiting majors, etc.)
- B. College (committees, developing or administering programs or events, recruiting students, fundraising, etc.)
- C. Community (consulting or professional services to organizations, developing or administering workshops or institutes sponsored by King's, lectures, service on boards or community advisory groups, publications in popular journals or newspapers, etc.)
- D. Other

### **IV. AWARDS/HONORS**

### **V. GENERAL**

List additional activities, which you believe are professionally significant but do not fall under previous categories.