Appendix 1

Directions for Preparing Your
Annual Activity Summary
(Self-Evaluation)

Annual Self Evaluation: Are you Applying for Exemplary Status this Year? Yes/No:______

Signature:___________________________

Date:___________________________

(Please attach this to your Annual Activity Summary)

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Directions: The Annual Activity Summary is generated by you and is a principal component of your annual evaluation. It should contain a summary (and interpretation of the significance) of activities related to teaching effectiveness, scholarship, and service. (See IV.E. of Institutional Handbook)

The format for this document is as follows:

I. Teaching Effectiveness
Summary of the significance of each item listed.

(Types of information you might want to list and explain include courses taught, student ratings; teaching experiments, mentoring, new course development; course syllabi, class size and composition, rigor, and other data on teaching collected by the instructor.)

II. Scholarly Activities
Summary of the significance of each item listed.

(Types of information you might want to list and explain include scholarly writing, artistic and creative endeavors, research, grantsmanship, professional consulting, and active participation in relevant professional and scholarly associations.)

III. College and Professional Relevant Community Service
Summary of the significance of each item listed.

(Types of information you might want to list and explain include support for student recruitment, retention, and advisement, mentoring, service on school and college committees, and professionally relevant community service.)
Professional Activities Plan (PAP) [ Please attach to Annual Activities Summary. ]

(For each of the three categories, describe your primary objective(s) for the coming year (for the next five years if you are tenured and writing your five year plan.)

Attachments may be submitted with your summary. Please identify which of the three major areas is supported by each attachment.

Please submit the Annual Activity Summary to the Department Head by February 1.