



I. TEACHING:

- A. Describe your teaching load including preparations, enrollment, labs, studios, etc.
- B. Describe your advising load including number of advisees, advising philosophy, etc.
- C. Summarize independent studies, theses, or other student activities directed this year.
- D. Provide a reflective narrative of advising and teaching.
- E. Describe improvement of instructional materials or new courses during the current academic year.
- F. Describe leadership in curricular/teaching and advising development.
- G. Provide student course evaluations for the evaluation period and reflection on advising.

II. SCHOLARSHIP:

- A. Describe artistic performances or scholarly presentations.
- B. Detail scholarly publications or presentations.
- C. Describe ongoing programs of scholarly work.

III. SERVICE:

- A. Describe service to the department and the university.
- B. Describe service to professional organizations.
- C. Describe professional service to the community.

NOTE: Department Chairs please **return this form to the Dean of Faculties Office (Swenson Hall 3064) in early February**. (The specific deadline date will be provided to you every year.) Along with this form, include one set of supporting documents as listed above in parts I through III.