

Summary of Professional Activity

Name _____

Faculty rank and effective date _____

Department/School _____

Highest degree _____

January _____ through December _____

Years of service and tenure status _____

Internet _____

E-mail _____

I. Teaching

A. Instruction of Students

Individual courses						
course number	course title	terms taught	credit hours	contact hours	number of students	course Web address

Applications of technology to instruction of students

Course Number	course title	term	description of application

Peer or mentor evaluations				
course number	Course title	date	Observer	Description

Direction of individual student research or internships			
course number	student name	term	description of research project or internship

Participation in collaborative instruction (including courses team taught)

course number	course title	terms taught	credits	contact hours	number of students	course Web address

Lectures delivered in other courses (indicate course instructor)

course number	course title	terms taught	topic/title of lecture

Special recognitions for teaching accomplishments

name of award	date of presentation	presented by

Other instruction of students activities	
	description

B. Planning, Development and Evaluation of Programs, Courses and Materials

New courses developed and/or course revisions		
Course Number	course title	description of effort

Development of applications of technology to courses, programs and/or curricula		
Course Number	course title	description of effort

Program or curriculum development	
program or curriculum	description of effort

Other planning, development and evaluation of programs, courses and materials activities
description

II. Service to the Institution

A. Committee and Other Service within the University Community

Committee service				
name of committee	participation (member, chair, consultant)	period of service	frequency and length of meetings	contribution

Departmental

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School

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University

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University System

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Mentoring

name of mentee	full or part-time	contribution

Advisement and Mentoring of students

discipline	number of assigned students	description of activities

Development of advisement materials

description of materials developed

Support to student organizations and/or campus activities

name of organization	participation (adviser, helper, consultant)	period of support	frequency and length of support

Coordination of department, school or unive		rsity-wide programs
administrative title	contribution	

Management of department, school or unive		rsity-wide budgets
budget name	management role	

Contributions to the system and/or regional accreditation progr			ms
name of program/organization	role	period of service	

Contributions to the improvement of campus life

description

Other service within the university community

description

B. Service to the Larger Community

Contributions to the improvement of community life related to one's discipline

description

Participation in community activities and organizations which enhances the University's image in the community

description

Other service to the larger community
description

III. Professional Development and Scholarship

Professional publications		
Refereed papers, chapters in books		
author(s)	title	citation

Non-refereed publications

author(s)	title	citation

Other publications (reports)

author(s)	title	citation

Abstracts for (invited and proffered papers)

author(s)	title	citation

Artistic performances or creations

title	description

Membership and/or service in professional societies

professional society	service/participation

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Receipt of competitively awarded grants, fellowships or contracts				
applicant(s)	sponsor	title	dates	funded amount

Development of new grant proposals, fellowship applications or contracts				
applicant(s)	sponsor	title	dates	funding request

Presentations before learned societies, professional organizations or public institutions			
date	name of organization	title	role

Consulting or other applications of professional expertise		
sponsor	activity	dates

Professional licenses or certifications	
license or certification	description

Development of professional applications of technology	
application	description

Participation in professional development training related to one's discipline, scholarship and/or creative activities		
title of training	presenter/attendee	location

Honors and awards for research, scholarship or other creative activities

name of award

date of presentation

presented by

Other professional growth and development activities

description