

## **ACTIVITY INFORMATION FOR CONTRACT APPOINTMENTS**

### **I. Teaching**

Present evidence of accomplishment in teaching such as: pedagogical materials, including course syllabi and lecture outlines; unique and innovative approaches to teaching; results of anonymous student evaluations taken in class; letters of citation from colleagues or supervisors who have visited your classes, observed your teaching in other ways, or taught the same students in subsequent courses; and the record of success of former students in graduate and professional colleges and in subject-related careers. Briefly describe your role in advising activities, including number of advisees and procedures you used. List teaching honors, grants, and awards.

### **II. Scholarship and Professional Activity**

#### **A. Scholarship**

Present evidence of scholarly activities such as: completed graduate or post-doctoral programs; research activities in defined areas leading to participation in and publication of books, articles, reviews, and professional papers; creative works of literature, art, or invention which result in publications, exhibits, and patents; and/or the receipt of professional honors, grants, and awards. List completed scholarly attainments in proper form. If in progress, include planned completion dates.

#### **B. Professional Activity**

Present evidence of membership, committee service, and offices held in professional organizations and experience in organizing, assisting, and presenting conferences, workshops, and seminars in your discipline. Professional consultation and practice, travel related to your field of teaching and research, and recognition of achievements to your peers through professional certification, honors, grants, and awards should also be provided. Voluntary and philanthropic activities related to your discipline or area of expertise may be included as may evidence of personal developments signifying professional growth and participation in organized professional activities in your academic field.

### **III. Service**

#### **A. University Service**

Provide evidence of service to the university in such capacities as faculty governance, department, college, and University-level committees, administrative assignments, sponsorship of student organizations, and other University-related activities.

#### **B. Community Service**

Provide evidence of service to groups, agencies, and institutions "external" to the University. In general, community service should result in promotion of University objectives through public service to individuals, groups, or agencies through public speeches, lectures, consulting, and other participation.

### **Supplementary Information**

Note any special conditions or circumstances which should be given consideration in this evaluation.