

Brandon University

Faculty of Arts

Annual Professional Activity Report

For the period August 10, 20__ to July 31, 20__

Name: _____ Department: _____

Teaching

Courses Taught - Please identify all courses taught (on load, overload, projects). Kindly identify the workload for courses other than those weighted at 3 credit hours. Additionally, please include here undergraduate and/or graduate thesis supervision. _____

Total Enrolment - Please estimate the sum of enrolments for all courses taught this past academic year. _____

Course Development - Please identify courses that were new to your teaching rotation this academic year. _____

Course Revision - Please identify major revisions you have undertaken to courses in your rotation, please include here the preparation of reading packages, manuals, etc. _____

Program Development - Please identify specific contributions you have made to academic program development/revision (including community relations, student recruitment, student mentoring, interdisciplinary contributions, and cooperation between Brandon University and other post-secondary institutions). _____

Scholarship/Research

Performance/Presentation - e.g. exhibitions, panel participation, presentations at professional meetings, expert testimony, etc. _____

Publication - Please identify publications in this past academic year. Kindly provide full academic references. _____

Unpublished research/Work in progress - Please identify work currently under review, ongoing research, unpublished research, ... _____

Research Grants received - Please identify research grants awarded in the past academic year or grants for which the duration of funding includes all or a part of this time period; include granting agency, amount and the title of the project funded. _____

Grant Applications Prepared/Anticipated - Please identify grant applications prepared in the past academic year whether or not funds were realized, an indication of applications in preparation is also requested. _____

Service

Service to the University - E.g. committee work, department chair, service to faculty union, administrative duties... _____

Professional Service - E.g. membership in professional organizations, service on editorial boards, table officer of professional associations, organizational roles at conferences... _____

Service to Other Communities - E.g. non-remunerated contributions to local, national and international organizations and activities, including professional, government and non-governmental organizations. _____

Own Account Work - Please identify paid professional activities (for clarification see Article 10 of the *Collective Agreement*). If a written account has previously been provided this past year this may simply be referenced here. _____

Awards, Honours, Recognition - Please identify professional recognition, honorary degrees, published reviews of your work (copies of reviews may be attached). _____

Professional Development - E.g. graduate study, workshop participation, professional accreditation, ... _____

Workload Assessment - Please provide your assessment of the distribution of your workload over the past year. Percentages should add to 100. Comments indicating your level satisfaction are invited.

_____% Teaching _____% Research _____% Service _____% Other (please identify)

Comments: _____

Deanal Issues: (Please identify areas which you would suggest should be priority areas of concern for the Dean's office in the coming year). _____

Signature

Date