The purpose of this report is (i) to allow faculty members to report their University-related activities over the past year and to describe their plans for the following year and (ii) to allow the department head to evaluate the performance of these activities. The Dean’s Office is also requesting an electronic copy of your updated CV.

Name: __________________ Department: __________________ Rank: __________________

## Section I - Activity Report

**For the period January 1 - December 31, 2017**, please provide an outline of your:

(a) **Teaching**: Include undergraduate and graduate courses; supervision of graduate students, research assistants and postdoctoral associates; short courses, seminars or workshops; teaching methods developed/introduced.

(b) **Scholarship**: Note any significant milestones or accomplishments in your research. List publications (including accepted articles in press), patents, software development, reports, grants, contracts, fellowships, awards or other honours).

(c) **Service activity**: Include departmental, faculty or university activities (including UMFA), service to the profession or discipline and the general community.

(d) **Professional development**: Include attendance at conferences, courses or workshops related to academic or personal development, e.g. teaching development, research methodology.

## Section II - Planning (current year and beyond)

Please outline your plans for:

(a) Changes in your activities and/or in the distribution of time and effort among them.

(b) New and/or continuing projects and initiatives in teaching, research & scholarship and service.

## Section III – Evaluation

The head will evaluate the past year's activities set out in the report of the previous year. The head is expected to discuss his/her evaluation with the faculty member, who may comment on it below. **A Copy of the form, duly completed and signed, will be transmitted by the head to the faculty member and to the dean. The form will become part of each individual's confidential file.**

**Head's evaluation:**

**Faculty member's comments:**

_________________________  ___________________________  (Head)  (Faculty member)  Date  ______________