**SAMPLE FACULTY ACTIVITY REPORT**

**Annual Interview Process and Faculty Activity Report 2016 – Covering Calendar Year 2015**

It is standard practice in universities in the United States and in some private institutions of higher learning in France for faculty to file annual reports on their professional activity which are then followed by annual interviews with department chairs. AUP faculty members are involved in a host of professional activities, both on and off campus, and participate actively in university service. Many carry out all sorts of professional functions and/or perform research and publish. We are genuinely interested in your own year’s review of your teaching, university service and professional activity, and assume that you will welcome this opportunity to tell us more about your annual accomplishments, and to have them on record.

This form includes space for description of your various activities, an opportunity to respond to student course evaluations, and room to lay out your plans for the upcoming year, including the resources you will need to accomplish them.

**Purposes and Processes:** All faculty members will have an annual interview. Faculty will be interviewed by their Chairs, and Chairs by the Provost. A faculty member who is not satisfied with the interview process may request an interview with the Provost. In case of continuing disagreement, the rank and promotion committee will constitute itself as a board of enquiry to propose a solution.

Prior to the interview, faculty members are asked to submit a written activity report to their department chair. The report should address the relevant questions on the attached list, and may be submitted either in the form of direct responses to the questions, or in narrative form.

The interview and the report will not be used to sanction any employee, but rather to keep a record of faculty accomplishments, teaching, and research in a standard, University-wide format and to monitor the activities of faculty within and outside the classroom, with an eye to balancing workloads within departments. As planning documents, these reports will allow Chairs to plan schedules several years in advance, to prepare for research releases and leaves, and to distribute departmental service work fairly.

The Activity Reports submitted by faculty members will be filed in the Provost’s Office, and the Annual Interview report will be filed in the faculty member’s personnel file in the Human Resources department.

This process will be reviewed every 2 years by the Provost and the Executive Committee of the Faculty Senate, who will provide a report of their findings to the Director of Human Resources, and the Comité d’Entreprise.

**Faculty Activity Report 2016**

Please note that details of specific achievements should be listed in the **REFERENCES** section and referred to from the other sections in this report.

**Enseignants-Chercheurs should respond to all points.**

**Enseignants should respond to points I., IV.2., IV.3., IV.5., IV.6.**

# I. TEACHING

1. Please describe your activities and experience as a teacher during the year. Elaborate on pedagogical activities, curricular transformation or revision and new course development.
2. Please read your teaching evaluations for both semesters of the past calendar year and comment on them here. Are there any suggestions which you find useful and intend to incorporate into your courses in the future?   
   Are there any comments which you wish to refute or explain?
3. How do you assess the learning of your students? What is your evaluation of the students’ engagement in your courses? Do you envisage making any changes in your courses as a result of assessment activities, or for any other reasons?
4. Any other comments you would like to make about your teaching ?

# II. SERVICE

1. How have you contributed service to your department or to the University at large over the last calendar year? Detail committee participation, curricular development, and anything else that has contributed to strengthening AUP’s learning environment and/or profile.
2. What kinds of departmental or university service do you plan to participate in next year? This question can be answered in dialogue with the department chair.
3. Please elaborate on any extra-curricular or co-curricular activities, such as study trips, mentoring of student clubs, oversight of student publications,...
4. Have you incorporated assessment of student learning into the programs in which you play role this year? Have any changes been made as a result of assessment activities, or for any other reasons, in or across departments in which you play a role?
5. Any other comments you would like to make about your service?

# III. RESEARCH AND PROFESSIONAL ACTIVITIES

1. What professional activities have you engaged in over the past year? List conference participation and hosting, workshops, professional development, formation continue, involvement in professional organizations or research groups. (You may simply refer to the REFERENCES section)
2. What research have you accomplished over the past calendar year? Given the nature of AUP’s curriculum, research is a broad spectrum of public professional activity ranging from traditional publication in recognized venues to a host of other productions (editing, reviewing, filmmaking, curating, conducting field work, etc.). Kindly describe all research activities in which you engage. (You may simply refer to the REFERENCES section). Please also mention work in process.
3. What research or professional activity do you plan to undertake over the coming year?
4. Any other comments you would like to make about your research and professional activity?

# IV. INSTITUTIONAL SUPPORT

1. What kinds of resources would support you in your research and professional activity? (The Office of Academic Affairs will do its best to accommodate faculty requests within the limits of existing policies and available annual funding.)
2. How has your department supported you in your pedagogical and professional efforts this year?
3. How has the Office of Academic Affairs, or University management as a whole, supported you in your pedagogical and professional efforts this year?
4. If you would like to request a course release for research and/or service for next year, please outline your project and provide arguments for why this release should be granted.
5. If you would like to request funding for projects for next year, please outline your projects and provide arguments for why funds should be granted.   
   PLEASE NOTE that in each of the cases below there is a separate application procedure which you will need to follow.

I would like to request funding through:

* Mellon funds
* Faculty Development Funds
* Formation Professionnelle Continue
* Other

IV.6. Any other comments you would like to make about institutional support?

# V. REFERENCES (between January 1st and December 31st of last year)

Please provide the information below. If you would like to see examples of how to classify your work please refer to last year’s Faculty Achievements Report. Please provide links to online material when possible and make sure to list each item only once in the table below. All work in progress or under revision should not be included in this table but should be mentioned in the FACULTY ACTIVITY section.

**Collaborations with Students**

**Collaborations with other faculty**

**AUP Grants**

Please include Faculty development, Mellon, Labs, or other grants you have obtained

by applying to AUP.

**External Grants**

Please include funding or support granted by any entity other than AUP.

**Books**

Please provide complete reference in MLA style to any book you have published between January 1st and December 31st of last year.

**Articles, Essays and Book Chapters - Published, Editor, Contributor**

Please provide complete reference in MLA style to work you have published between January 1st and December 31st of last year.

**Exhibitions, Film and Video**

Please provide complete reference in MLA style to work you have published between January 1st and December 31st of last year.

**Workshops, Conference Presentations and Invited Talks**

Please provide complete reference in MLA style to activities that took place between January 1st and December 31st of last year.

**Public Commentary and Media Coverage**

Please provide complete reference in MLA style to activities that took place between January 1st and December 31st of last year.

**Community Involvement and Field work**

**Awards, Honours and Appointments**

**Faculty Annual Interview Report**

**For the Provost of the University**

**Name of Faculty Member**

**Date of Meeting**

**Activity Report attached YES NO**

**At the meeting with the department chair, the following observations, comments and notes were made:**

**By the Department Chair :**

**By the Faculty Member**

**Signature of Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Annual Interview Report**

**For the Department of Human Resources**

**Name of Faculty Member**

**Date of Meeting**

**Activity Report filed with the Dean’s Office YES NO**

**Activity Report includes a training request YES NO**

**At the meeting with the department chair, the faculty member chose to make the following observations, comments and notes:**

**Signature of Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**