

Virginia Wesleyan College
Faculty Professional Activities Form, Year _____
(Attach updated c.v. and copies of all syllabi from the last calendar year)

Faculty Member: _____ Dept.: _____

Rank: _____ Date eligible for promotion: _____

I. TEACHING AND STUDENT MENTORING

1. Number of different course preparations _____
Course no. Title Credit hours Enrollment GS credits

2. Number of new preparations _____

3. Changes in existing preparations and purpose of changes

4. Student mentoring and academic leadership

 # advisees _____

a.

 # independent studies _____

b.

 # tutorials _____

c.

 # internships _____

d.

 # off-site classroom observations/evaluations _____

e.

 local field trips (explain) _____

f.

 sponsorship of undergraduate research and events beyond the classroom (explain)

g.

 sponsorship of student travel for conferences, etc. (explain)

h.

 travel courses (explain)

5. Pedagogy and technology conferences and workshops attended (title, location, date)
6. Teaching awards or honors
7. Based on your student evaluations and classroom experiences this year, how would you evaluate your achievements in relation to your intentions?

II. PROFESSIONAL VITALITY

(N.B. Explain/document the professional significance of any journal/venue where it would not be apparent to someone outside of your field)

1. Books authored or edited (*title/press/date*)
2. Scholarly work appearing in peer-reviewed journals (*with bibliographic citations*)
3. Other professional publications (*with bibliographic citations*)
 - a. popular and news publications
 - b. book reviews
 - c. encyclopedia articles
 - d. web site contributions
 - e. other
4. Professional performances/exhibitions (*title, organization, place, date*)
5. Work forthcoming for publication/exhibition but not yet in print/shown (*title of journal or publisher and anticipated date of publication, or parallel information for the arts*)
6. National/International Conference papers presented (*title, organization, place, date*)
7. Other lectures/talks/moderating/evaluative roles for professional audiences (*title, org., place, date*)
8. Grants applied for (*indicate if received*)
 - a. External (*name, project, level of competition*)
 - b. Internal (*name, project*)
9. Attendance at professional conferences or performances/exhibitions *not listed in #6* (*organization, location, date; role, if any*)
 - a. Involving travel:
 - b. Local:
10. Non-conference travel for scholarly or artistic research
11. Professional offices held (*note nature of activity*)

12. Description of research or work in progress, including work that may be under consideration for publication or presentation
13. Professional licenses and memberships
14. Scholarly/professional awards and honors received
15. Based on the goals you set for yourself last year, how would you evaluate your professional achievements?

III. INSTITUTIONAL SERVICE

1. Commission and other major committee appointments (*with indication of degree and kind of responsibility and time commitment*)
2. Program/department administration (*with notable achievements*)
3. Other internal activities serving departmental or institutional needs (*projects, orientation, VWC Days, H&S scholarship interviews, etc.*)
4. Leadership of, and/or major contributions to, student organizations and events
5. Co-curricular or guest lectures and other in-house presentations
6. Teaching in collaborative programs (*e.g., FYS, Portfolio, Winter Session, ASP*)
7. External activities serving institutional interests (*e.g., speaking to lay audiences, contest judging, recruitment efforts*)
8. How would you evaluate your service achievements in relation to your goals?

IV. GOALS for the next twelve months (*in teaching, research, service or any combination*)

(Please attach on a separate sheet of paper suggestions about the form.)