

CHRISTOPHER NEWPORT UNIVERSITY Professional Activities Report

Name: _____ Date: _____

Department: _____ For Period: _____ To: _____

TO THE EVALUEE: This document will provide information to the department chair, the dean, and the provost regarding your professional activities **since your last evaluation**. While they have access to the summary statement of previous peer groups, one or more may call on you to provide some additional documentation, perhaps including your dossier.

Section I: This section should provide descriptive material only with a minimum of your own evaluative commentary. Evaluative commentary should be largely confined to Section II.

A. Teaching

1. List (by discipline, number, and name) all of the academic or institutional credit courses you have taught during this period. For each course listed, please indicate the number of times you taught it and whether it was a lecture or laboratory assignment or both. For team-taught classes, specify your proportionate contribution to the lectures and/or laboratory.

2. Please provide information on the quality of your teaching. This may include, but is not limited to, comments by those who have observed your teaching, statistical evidence concerning your teaching performance (such as information gleaned from your IES reports), information on institutes or conferences attended, and details on any innovations in curriculum or instruction during this period.

B. Professional Service

1. Indicate your involvement in the formal advising of students. You might give the number of students and amount of time given to this activity as well as less quantifiable characteristics of your work during this period.

2. List those committees of your department and those college and University committees on which you have served during this period. If you served as an officer of any of these committees, please so indicate. Describe briefly the nature of the service you rendered as a member of each committee.

3. List any professional services (including consultation) which you have rendered during this period to constituencies external to the University.

4. List (by title, date, setting, audience, etc.) any talks, addresses, or papers you have given during this period.

5. List any professional or related service or activities not described above which you rendered to your department, your discipline, the University, the profession, or the community during this period.

C. Professional Activity and Research:

1. List and briefly describe all research in progress, regardless of the status of that research.

2. List all papers, books, or reviews you have written and any papers you have refereed during this period. Give complete citations for all published materials. It would be appropriate to list comparable accomplishments such as the exhibition of art works, public recitals, etc.

3. List all research grants or contracts for which you have applied during this period. Specify agency, title, amount, and date. Indicate the same for any approved grants or contracts. On each of those approved, indicate your status; e.g., principal or co-investigator, consultant, etc.

4. List (by organization name, date, location, etc.) any professional meetings you have attended during this period. Specify by title any paper(s) read at one or more of these meetings.

5. List (by name of sponsoring organization, date, location, content, etc.) any seminars, graduate courses, or workshops in which you have participated during this period.

6. List your membership(s) in professional and/or honor societies during this period. If you were/are an officer of one or more society(ies), please indicate and give the name of that office.

Section II: In this section, your comments, judgments, and interpretations are solicited. Please provide a brief statement which summarizes your own assessment of the quality of the activities enumerated above and of their value to you, the University, and the constituencies which the University serves. (Attach additional page if necessary.)