

DATE:

NAME:

**FACULTY ANNUAL PERSONAL REPORT  
FOR CALENDAR YEAR 2013  
(please attach a current dated vita)**

I. Teaching Effectiveness:

A. Teaching load data:

List department, course number, and credit hours of all courses taught for each term.

**January**

**Spring**

**Fall**

2. List department, course number, and credit hours of any new courses taught.

**January**

**Spring**

**Fall**

3. Indicate any internships/field studies/individualized courses/student research and the number of students.

**January**

**Spring**

**Fall**

4. Indicate any released time and its purpose.

**January**

**Spring**

**Fall**

5. Indicate workshops attended or new courses developed or taught in conjunction with the new curriculum.

6. Indicate general professional activity that enhances teaching or advising.

B. List any noteworthy activities or experiences in teaching: e.g., teaching awards or recognition, teaching conferences attended, courses taken relating to teaching, and teaching goals and/or accomplishments.

C. OPTIONAL. Comment on and/or evaluate your teaching effectiveness during the calendar year. Feel free to respond in any format or order that best represents your work. You may wish to consult the Faculty Handbook 9.1.1 for amplification of the five areas of teaching effectiveness: competence in the content area, classroom performance, academic and professional standards, effective professional relations with students, and creativity and self-improvement. You may also interpret or comment on student course evaluations.

## II. Professional Activity:

A. For each of the following areas, list the appropriate activities or contributions for the calendar year. All items should be listed in a complete bibliographical format if appropriate. Consult the Faculty Handbook 9.1.2.1 for amplification of each of these areas.

1. publications (with full reference)

2. presentations (with date and location) in an appropriate professional setting

3. work submitted for publication or present
4. work presented or published by students you supervised
5. professional recognition and involvement in one's discipline outside of the College
6. current research or professional projects
7. participation or attendance at professional activities
8. Other

B. OPTIONAL. Comment on and/or evaluate your professional activities for the calendar year. Feel free to respond in any format or order that you think would be most helpful to understand your work. You may wish to consult the Faculty Handbook 9.1.2.1 for amplification of each of the areas of professional activity.

### III. Service to the College:

- A. For each of the following areas, list the appropriate activities or contributions for the calendar year. Consult the Faculty Handbook 9.1.2.2 for amplification of each of these five areas.
  1. academic advising  
 (numbers) Special Activities:  
 Fresh/Soph advisees \_\_\_\_\_  
 Major advisees \_\_\_\_\_  
 Events for or with your advisees \_\_\_\_\_

2. committee work (no hierarchical distinction is made between standing and ad hoc committees) List all committees (college or department) and indicate ones you chair.

3. general departmental and collegiate duties as appropriate or assigned and distinct from the organization of one's own courses

4. participation in various programs such as Admissions activities

5. work with student organizations

6. Other

B. OPTIONAL. Comment on and/or evaluate your service to the College for the calendar year. Feel free to respond in any format or order. You may wish to consult the Faculty Handbook 9.1.2.2 for amplification of each of the areas of service.

#### IV. Community Service:

A. List activities outside of the College community that cannot be construed as Professional Activity or Service to the College, but which reflect well upon the faculty member and Randolph-Macon College. Consult the Faculty Handbook 9.1.3 for amplification of this area.

- B. OPTIONAL. Comment on and/or evaluate activities outside of the College community that cannot be construed as Professional Activity or Service to the College, but which reflect well upon the faculty member and Randolph-Macon College. Feel free to respond in any format or order. You may wish to consult the Faculty Handbook 9.1.3 for amplification of this area.
- V. OPTIONAL. Additional information, comments, personal goals, and/or a summary self-evaluation for the calendar year.