

5.2 Annual Activity Report for Academic Staff Members

Department of Psychology, Faculty of Arts, University of Manitoba

CONFIDENTIAL

This report is to be submitted with a copy of your **current curriculum vitae** to the Department Head by all full-time academic staff (including full-time sessionals) by 31 January each year. Include information and material on your activities during the period 1 January to 31 December of the preceding calendar year.

The purpose of this report is:

- a) consistent with the Faculty's policy on Faculty Development, to be the basis of feedback, encouragement, and advice that may lead to the improvement of the faculty member's performance in teaching, research, and service;
- b) to support better recognition of meritorious performance in teaching, research, and service;
- c) to provide a consistent degree of accountability, both internally and externally;
- d) to provide a database for the Faculty of Arts' research profile, and for an improved system of public relations.

Date:

1. Personal Information:

Name:

Department:

Rank:

Date of Appointment:

Type of Appointment:

2. Teaching Dossier:

List or include the following information:

- (i) awards received for distinguished teaching
- (ii) courses taught (including reading courses and clinical practicum), identified

- by course no., title, and enrolment at the end of the course change period.
- (iii) outlines (student handouts) of all courses taught
 - (iv) summaries of most recent student evaluations
 - (v) names of honours and graduate students (M.A.; Ph.D.) supervised
 - (vi) names (and department) of graduate students (M.A.; Ph.D.) on whose program or thesis committee you have served
 - (vii) activities undertaken to enhance teaching (e.g. workshops attended, development grants received, materials created or published for use in teaching)

Include copies of the following items, as you think appropriate:

- (viii) a statement of any modification of teaching philosophy or specific methods employed
- (ix) proposals for new courses, curriculum and program development
- (x) reports of peer observations or peer evaluations of classes
- (xi) unsolicited responses from students
- (xii) copies of essay topics, assignments, tests, and examinations
- (xiii) samples of marked essays or assignments, indicating the range of grades awarded
- (xiv) Other items you feel are relevant to assessing your teaching

3. Research and Scholarly Activities:

- (i) List any awards or prizes received for distinguished research and scholarship
- (ii) Provide a list of the following items in APA (4th Edition) style (identified by category):
 - (a) books or special issues of journals, written or edited
 - (b) articles in refereed journals
 - (c) articles in non-refereed journals
 - (d) chapters in edited books
 - (e) published book reviews
 - (f) published abstracts
 - (g) work in press
 - (h) papers delivered at conferences
 - (i) research reports
 - (j) other forms of publication
 - (k) conferences attended
 - (l) editorial assignments
 - (m) work under review
- (iii) List all research grants or contracts (give agency, time-frame, amount)
 - (a) currently held
 - (b) under review
- (iv) Provide a brief description of
 - (a) your current research projects (may include current grant applications)
 - (b) the progress made since the previous report

- (v) List any peer reviews: journal or book manuscripts, grant applications, external refereeing of tenure or promotion documents
- (vi) Other materials you wish to include, as appropriate
 - (a) reviews of your published work
 - (b) readers' reports of your manuscripts under consideration
 - (c) unfunded grant applications
 - (d) external referees' assessments of your grant applications
 - (e) unsolicited kudos relating to your research and publications

4. Service and Administrative Duties:

- (i) List any awards received for distinguished service
- (ii) List all committees served on during the past year (if you served as Chair, please indicate)
 - (a) University and Senate committees
 - (b) Faculty committees
 - (c) Department committees
 - (d) UMFA or other union committees
 - (e) committees of scholarly or professional associations
- (iii) List any other community and professional activities, including public and media appearances (indicate whether paid or voluntary)
- (iv) List administrative position(s) held during the past year

Approved by Department Council May 29, 1995

5.3 Attendance at Convocation

Academic staff are expected to attend one convocation (Fall or Spring) every two years. If an individual staff member is unable to attend, he or she is expected to find a replacement from among other academic staff of the Department.

Approved by Department Council on May 30, 1994.