ANNUAL REPORT OF ACADEMIC ADMINISTRATORS
FOR THE CALENDAR YEAR 2015

Dean’s Office Deadline: Monday, February 1, 2016

The purpose of this report is (i) to allow academic administrators to report their University-related activities over the past year and to describe their plans for the following year and (ii) to allow the dean to evaluate the performance of these activities. The Dean’s Office is also requesting an electronic copy of your updated CV.

Sections I and II are to be completed by the academic administrator. Section III is to be completed by the dean. The completed annual report and updated electronic copy of your CV are due in the Dean’s Office by Monday, February 1, 2016.

Name: ___________________ Department: _________________ Rank: ___________________

Section I - Academic

For the period January 1 – December 31, 2015, please provide an outline of your:

(a) Teaching: Include undergraduate and graduate courses; supervision of graduate students, research assistants and postdoctoral associates; short courses, seminars or workshops; teaching methods developed/introduced.

(b) Scholarship: Note any significant milestones or accomplishments in your research. List publications (including accepted articles in press), patents, software development, reports, grants, contracts, fellowships, awards or other honours.

(c) Service activity: Include departmental, faculty or university activities, service to the profession or discipline and the general community not reported elsewhere on this form.

(d) Professional development: Include attendance at conferences, courses or workshops related to academic or personal development, e.g. teaching development, research methodology.

(e) Goals for the coming year.

Section II – Administrative and Leadership: Accomplishments

Please outline:

(a) Objectives and accomplishments of the past year pertaining to your Department, Faculty and University, related to your goals from previous years.

(b) Unexpected Matters: describe major unexpected matters and how you dealt with them.

Section III – Administrative and Leadership: Future Focus

Please outline:

(a) Goals for the coming year pertaining to your Department, Faculty and University. Relate to your goals from previous years.

(b) Three to five-year goals pertaining to your Department, Faculty and University.
Section III – Evaluation

The dean will evaluate the past year's activities, as described in Section I, and set out in Section III from the report of the previous year. The circumstances described in Section II will be taken into consideration in completing this evaluation. The dean is expected to discuss his/her evaluation with the academic administrator, who may comment on it below. The original completed and signed form, which will become part of each academic administrator's confidential file, should be retained by the dean who should also transmit a copy to the academic administrator.

Dean's evaluation:

Academic Administrator's comments:

_________________________ (Dean)  ____________________________ (Academic Administrator)  Date  ________________