

Name _____

Annual Activity Report Form

This report is a maximum of 3 pages organized with three (3) headings: Research, Service, Teaching. Under each heading, bullet accomplishments and work using P&T guidelines. Use narrative descriptions to qualify, explain, draw attention to necessary bulleted items (this may include amount of work, extended commitment, extra time, etc.). Please use the tables for lists of committee assignments and teaching load. **Use as much space as needed for each section as long as you don't exceed three pages. You may delete these directions on your form.**

RESEARCH Self Rating (1-5) _____

List complete reference (APA style). Please include P&T Categories

Narrative

SERVICE Self Rating (1-5) _____

| Committee/Organization (complete title) | Level (University, College, Departmental, State, National, etc.) | Position (member or office held) | Time (amount spent per week on average) |
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Narrative

Name _____

TEACHING Self Rating (1-5) _____

| Course title, code, and section # | Number of students enrolled | Delivery method (i.e. on campus, ITV, online) | Course Evaluation Average |
|--|------------------------------------|--|----------------------------------|
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Narrative