Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information requested below serves as an annual supplement to the vitae in the cumulative personnel file. The information is to be used in consideration of retention and a continuing record of your academic career. Please include only materials for the period of review. Be sure to provide complete information. For clarification, refer to the most recent edition of *The* *Faculty Handbook* and department guidelines. Please format the spacing as necessary.

Candidates are required to submit, in addition to this form, an updated cumulative vita.

Educational Performance

 1. Teaching Performance: The evaluation of instructional performance must be based on an assessment of multiple forms of evidence, including student opinion surveys, a peer observation of instruction, and at least one other source of information, such as: course syllabi, class assignments, sample papers and/or exams, other instructional material, evidence of grading practices, and signed letters from students. The classroom visitation and written observation shall be done by permanent faculty (tenured or tenure-track).

 [insert your summary here]

2. Currency in the field: Includes description of activities that demonstrate currency in the field (see Department ARTP document for examples)

 [insert your summary here]

The sections below are OPTIONAL for temporary faculty and are only required if relevant to performance in assignment (i.e., if assignment specifically includes research duties or university service):

Professional Achievement - (if relevant to performance in assignment -- e.g., research, publications, papers or talks given activities and offices in professional associations, meetings attended, grants and fellowships, consulting, etc.). Please distinguish clearly between publications in preparation, those submitted, those accepted and those actually in print; (copies of drafts or other indications of work in progress should be provided to the appropriate personnel committee on request). Also distinguish between grants and fellowships applied for and those actually awarded. Indicate specific dates for all items cited whenever appropriate and possible.

Contributions to University - (if relevant to performance in assignment -- e.g., committees, special tasks or assignments, community service or activities). Define clearly the periods of appointment and of active committee service.