**FACULTY OF ARTS AND SCIENCE**

 **ANNUAL REPORT OF FACULTY MEMBER TO THE DEAN**

**DEPARTMENT/SCHOOL:** **NAME:**

**RANK (in year reported):** **YEAR UNDER REVIEW:** **2010**

**ON LEAVE:** Dates: (Specify type: )

**TENURED:** **TENURE TRACK: OTHER (Specify):**

**I. TEACHING** (\*\*Note: all reporting is for Calendar Year 2010) **ARTICLE 28.2.2a**

**This form conforms to Article 28.2.2 of the current Collective Agreement between Queen's University and the Queen's University Faculty Association (QUFA).** This report will be treated as a private and confidential document for use by the Department Head and by the Faculty Office. Please note that while this computerized form allows for expansion or condensation of each section if needed, **no headings should be deleted**.

**Please Note: USAT forms are used to supplement information provided by the faculty member on this form and in any teaching dossier submitted. It is unnecessary for individual faculty members to submit their USAT forms since these are supplied to the Dean by the Registrar’s office**.

**COURSES TAUGHT** (List Undergraduate Courses First)

Course No. Half/Full Term Total Enrollment % Your Instruction New Preparation? Remarks

**GRADUATE/UNDERGRADUATE SUPERVISION** (Indicate name, degree, sole (S) or joint (J) supervision -- include Masters, PhD, and Honours supervision)

Name Degree Sole/Joint Supervision Year Started Active/Inactive

**OTHER MAJOR RESPONSIBILITIES/ACTIVITIES**

Membership on Graduate examining and supervisory committees (exclude supervision)

Name of Student Department University Your Role

Number of comprehensive examinations:

**OTHER ACTIVITIES RELATED TO TEACHING** (e.g. Curriculum development and development of materials to support learning, supervision and training of TAs, other supervision - specify)

**HONOURS AND AWARDS RELATED TO TEACHING** **ARTICLE 28.2.2f**

\* NOTE: Publication/scholarship related to teaching should be reported under the research headings.

**II. RESEARCH/CREATIVE ACTIVITIES**  (Calendar Year 2009)

**PUBLICATIONS AND CREATIVE WORK (Under headings below, list books and articles in venues that involve peer review; include as “new” only items that were published/performed in the year under review. \*N.B. IN THE CASE OF PUBLICATIONS GIVE THE FULL BIBLIOGRAPHIC CITATION including page numbers. For artistic work, specify venue.) ARTICLE 28.2.2b; 28.2.2c for artistic presentations and performances**

**NEW PUBLICATIONS/CREATIVE WORK** (Use the following headings: books, chapters, articles in peer reviewed publications, software/CD ROM publication)

BOOKS:

CHAPTERS:

ARTICLES IN PEER REVIEWED PUBLICATIONS:

SOFTWARE/CD ROM PUBLICATION:

**REPRINTS** [of your previously published work, e.g. in a new book]

**REPORTS, ARTICLES IN VENUES WITHOUT PEER REVIEW, INVITED ARTICLES**

For each entry, specify type:

**WORK ACCEPTED** (For example, in press -- letter of acceptance received, juried, etc.) **ARTICLE 28.2.2d**

**SUBMITTED BUT NOT YET PUBLISHED, PERFORMED OR EXHIBITED**

**RESEARCH/CREATIVE WORK IN PROGRESS**

**REVIEWS OF THE FACULTY MEMBER'S OWN WORK**

**GRANTS (RECEIVED)** **ARTICLE 28.2.2e**

Include grants received in the year under review and grants currently held.

Agency Title Tenure Amount

**GRANTS** (Applied for but not yet funded)

Agency Title Tenure Amount

**CONFERENCE PAPERS, SEMINARS, OTHER PRESENTATIONS** **ARTICLE 28.2.2c**

Indicate if conference proceedings are refereed (title, date, venue)

**OTHER RESEARCH ACTIVITIES** (Include supervision of researchers - e.g., Post Docs)

**HONOURS AND AWARDS RELATED TO RESEARCH** **ARTICLE 28.2.2f**

**III. SERVICE** (Calendar year) **ARTICLE 28.2.2h**

**EDITORSHIPS; JOURNAL & MANUSCRIPT REFEREEING etc.**

**MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS** (List administrative positions)

**GRANT PROPOSAL REVIEWS** **ARTICLES 28.2.2h, 28.2.2e**

**CONSULTING AND CONTRACT WORK**; **PATENTS AND LICENCES** **ARTICLES 28.2.2h, 28.2.2e**

**OTHER PROFESSIONAL AND PUBLIC ACTIVITIES, INCLUDING COMMUNITY SERVICE**

 **ARTICLE 28.2.2i**

**ADMINISTRATION** (List activities for your department, Faculty and University; specify term and any special positions, e.g. Chairperson.) **ARTICLE 28.2.2g**

DEPARTMENT

FACULTY

UNIVERSITY

ADMINISTRATION OUTSIDE OF UNIVERSITY (e.g. COMMUNITY) **ARTICLE 28.2.2f**

**HONOURS AND AWARDS RELATED TO SERVICE** **ARTICLE 28.2.2f**

**ANY OTHER PROFESSIONAL WORK NOT INDICATED ABOVE THAT THE FACULTY MEMBER WISHES TO REPORT** **Might include any part of section 28.2**

Signature: Date: