

Annual Report of Activities

Each faculty and librarian member is required to submit a copy of an Annual Report of Activities to the Divisional Chair (or Director of Library) and the Academic Dean by May 5 of each year. The Annual Report shall include a statement of activities for the previous May 1 – April 30 period.

In an effort to maintain consistency and standardization across departments, the Annual Report shall be completed using the standardized categories below. The categories are intended to assist the faculty member in defining the activity as part of teaching, research/scholarship and service.

I. Teaching Responsibilities/Instructional Activities

A. Classroom Instruction

1. Delivery of courses (include course code, name, credit hours, contact hours, and enrolment)
2. Development and delivery of new courses (include course code, name, credit hours, contact hours, and enrolment)
3. Development of new learning materials
4. Publication of textbooks or text chapters
5. Faculty development activities related to teaching responsibilities
6. Nominations and awards for teaching

B. Non-Classroom Instruction

1. Arrangement, supervision, and evaluation of student practicum and internships
2. Planning, supervision and evaluation of independent study or reading courses
3. Aid to colleagues and students in instructional activities
4. Presentation of guest lectures or sharing of materials/advice for other courses
5. Evidence of assistance to students in preparing papers or projects for competition or publication

C. Curriculum

1. Contribution to curriculum development and revision
2. Development of new course(s)
3. Development or inclusion of new technologies with instruction
4. Creation of new service courses

D. Instructional Innovation

1. Integration of research into undergraduate courses
2. Introduction of innovative methods of measuring student learning outcomes
3. Demonstrated evidence of teaching toward scholarship
4. Creative application of concepts and application of empirical methods to problem solving

E. Research Supervision Faculty

1. Serves as major professor: supervises undergraduate student research for the thesis and develops, administers, and evaluates written and/or oral preliminary examinations.
2. Participation in the oral defense of a thesis
3. Service as an outside evaluator for the thesis oral or written defence
4. Service as a mentor for professional development of senior undergraduate students

F. Academic Advising Activities

1. Assistance to students in planning their class schedule each semester, as well as their overall programs of study, e.g., choice of electives, substitutions
2. Availability to advisees during office hours and appointment times.
3. Advising of other students upon request, i.e., students not assigned to the candidate for advising
4. Counseling of students regarding career planning and graduate education (professional development)
5. Assistance to students with professional/graduate study or transition to work

II. Research, Scholarship and Other Creative Work

A. Refereed Publications or Competitions

1. Publication of papers in refereed journals or media materials
2. Recognition or award in a juried regional or national competition
3. Publication in non-refereed sources, e.g., research monographs, chapter in textbook, book, lay publications, trade publications, and media material
4. Submission of scholarly paper to journal for review
5. Development of patentable products or processes

B. Research Projects, Grants and Contracts

1. Direction of independent or cooperative/team research and/or creative endeavors
2. Scholarly collaboration with other researchers or those undertaking creative activities
3. Completion of research and/or grant proposals for funding
4. Receipt of external funding for a research project or other creative endeavor
5. Receipt of university funding for a project
6. Administration of research grants
7. Supervision and training of support staff and students in research
8. Mentorship to students, research associates, and junior faculty in research projects
9. Provision of research support and consultation to other members of the department
10. Provision of professional consultations and contributions to other researchers, including equipment and financial support

C. Research Presentation or Creative Contributions

1. Acceptance for presentation of research paper at learned societies or professional conferences
2. Presentation of research or position papers or workshops at a professional conferences
3. Development of laboratory procedures, computer software, or other technologies

D. Recognition (demonstrated impact on the discipline)

1. Citation of research or creative endeavour by other researchers (e.g., SSCI)
2. Receipt of prizes or awards for research/scholarly contributions
3. Membership in learned societies
4. Recognition (regional, national or international) for high quality research
5. Provision of expert opinion or service as expert witness (e.g., proffering testimony regarding research/public policy)

III. SERVICE

The University considers service to be made up of several components including: professional activity, public and institutional service. In all areas, a sense of collegiality should be fostered. Faculty members are encouraged to work to promote positive working relationships within the department, the division, and throughout the university and their profession.

Professional activity includes consulting, civic, governmental, or industrial service or meaningful participation in the activities of professional societies. In the University, professional activity consists of three components: leadership and other contributions to the profession, professional practice, and professional development.

Public and institutional service involves making information, knowledge, and ideas available to the general public. Institutional service involves activities essential to the operation of the University, such as contributions to the formulation of academic policy and programs and service on the Faculty Senate and committees of the university.¹

A. Leadership and Other Contributions to the Profession

1. Election or appointment to office in a provincial or national academic or professional association /organization
2. Service as a committee member for a professional or academic association at the local, provincial, regional, national, or international level
3. Service as a peer reviewer of articles/manuscripts/proposals submitted to referred journals, book publishers, public/private funding sources, or papers/abstracts for inclusion in proceedings and/or presentation at a professional meeting, etc.
4. Service as a journal editor, editorial board member, or review committee member of a professional organization, university, or government licensing/accreditation/certification body/agency
5. Service as an organizer of workshops, panels, or meetings in areas of professional competence.

6. Presentation of papers, workshops, round-table discussions, symposia, or exhibits at professional meetings
7. Provision of professional service for colleagues and profession, e.g., writing or presenting position papers

B. Professional Practice

1. Service as a professional consultant to public or private organization; collaboration in efforts with outside agencies
2. Representation of the profession in public forums, e.g., expert testimony

C. Professional Development

1. Maintenance of professional subject matter credibility/competence through professional development activities related to teaching, research, and extension
2. Participation in professional meetings

D. Institutional and Public Service Activities

1. University Service Activities (Departmental)

- a. Service as member or chair of departmental committees
- b. Provision of advice/support to student interest group or other organizations in a department
- c. Assistance or participation in department-sponsored activities, e.g., brown-bag seminars, departmental career fairs, etc.
- d. Cultivation of productive relationships with outside agencies, i.e., businesses/industries/ organizations/individuals
- e. Attendance and participation in departmental faculty meetings
- f. Attendance departmental graduate faculty meetings, if appropriate
- g. Active participation in recruitment/retention activities
- h. Service on departmental or staff search committees

2. University-Wide Service

- a. Service as member or chair of Senate Committee
- b. Service as member or chair of university committee or task force
- c. Service on subcommittees of division
- d. Service on Open House committees(s) or participates in liaison activities
- e. Provision of advice/support for student activity/organization
- f. Participation in recruitment/retention activities, e.g., careers day/counseling prospective students
- g. Participation in alumni activities,
- h. Assistance in university fund-raising
- i. Provision of support for university activities, attending commencement, scholarship reception, etc.
- j. Service on divisional search committees
- k. Election or appointment to major university office, e.g., Senate speaker, faculty association executive

3. Public Service
 - a. Election or appointment to an office in a community organization or service club
 - b. Active service as a member of a community organization or service club
 - c. Implementation of a project to enhance community
 - d. Provision of talks/lectures/workshops to public on area of expertise
 - e. Representation of scientific interests in public forums
 - f. Author articles for popular publications based on expertise or research data
 - g. Preparation of information for recruitment brochures
 - h. Service as resource: grants interviews/appears or discusses for media, as an expert