

Case Western Reserve University
College of Arts and Sciences

FACULTY ACTIVITY REPORT / ANNUAL REVIEW 2008-09

This is a combination of the former Faculty Activity Report and the Annual Review of Untenured Tenure-track Faculty. (Third-year reviews will continue to be conducted separately.)

All college faculty holding the title of instructor, senior instructor, assistant professor, associate professor, or professor are requested to submit to their department chairs, in electronic form if they so request, a current curriculum vitae and the completed form below. Department chairs are requested to complete the annual review at the end of this form and submit all documents electronically to the Executive Aide to the Dean (cynthia.stilwell@case.edu) no later than February 15, 2009.

Name _____ Rank _____
Dept _____ Date _____

TEACHING

Scheduled Classes - (List cross-listed courses on same line, e.g., THTR 335/ENGL 335. Omit 601, 651, 701.) (The student and credit hour numbers are at <http://www.case.edu/provost/registrar/crsesum.html>. Click on "printable version by department.")

Course No. & Title	Cr. Hrs.	No. of Students	% of Responsibility
Spring 2008 _____	_____	_____	_____
Spring 2008 _____	_____	_____	_____
Spring 2008 _____	_____	_____	_____
Fall 2008 _____	_____	_____	_____
Fall 2008 _____	_____	_____	_____
Fall 2008 _____	_____	_____	_____

Which of these courses, if any, are new courses:

Which of these courses, if any, have a service learning, experiential, international, or hands-on component?

Briefly describe, including any specialized faculty in-service undertaken for this course

Did you have any teaching release in AY 07-08? Yes _____ No _____

If yes, please explain _____

Post-doctoral Fellow and Research Associate Supervision - (Fall 2008. Indicate your role in the supervision:

P = primary, S = secondary, O = other.)

Student Name	Source of Funds	Start Date at Case	Expected Completion Date	Supervision
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Undergraduate Advising

	No. of Students
Freshman advising (SAGES-related)	_____
Freshman advising (other)	_____
Major advising	_____
Minor advising	_____
Other advising (describe)	_____

Other Student-Oriented Activities

RESEARCH / SCHOLARSHIP

Proposal and Award Activity – (July 2007-present. In % column, indicate percentage of responsibility if not P.I.
In last column, indicate F-funded, P-pending, or D-denied.)

	Period	%	F / P / D
Title _____ Source _____	Amount _____	_____	_____
Title _____ Source _____	Amount _____	_____	_____
Title _____ Source _____	Amount _____	_____	_____
Title _____ Source _____	Amount _____	_____	_____
Title _____ Source _____	Amount _____	_____	_____
Title _____ Source _____	Amount _____	_____	_____

Publications - (Printed July, 2007 - present. Do not list works published only as abstracts. Do not list a work as published if it was listed as published on a previous report. For each entry, indicate whether it is a refereed publication.)

Publications Submitted but Not Published – (Submitted July, 2007 – present. Please use the following indicators:
A=accepted for publication, UR=still under review, IR=in revision in response to review or editor’s comments.)

Conference Papers Delivered, Invited Presentations, Performances, Published Abstracts
(July, 2007 - present)

Research or Creative Activity in Progress - (but not described above)

Awards, Honors

SERVICE

Efforts to recruit undergraduate students, including collaboration with the office of admissions:

Efforts to recruit graduate students:

Faculty Mentoring:

List faculty members you are mentoring _____

List faculty members who are mentoring you _____

University Service:

College Service:

Departmental Service:

External or Professional Service:

Community Service: (not strictly related to professional discipline, e.g., leadership positions or service on boards of trustees, advisory panels, etc.)

OTHER

Use this space to list other significant activities not described elsewhere on this form.

CHAIR'S ANNUAL REVIEW, 2008-09

Name _____

Rank _____

Dept. _____

Department Chair: Your evaluation should reference expectations appropriate for the faculty member's rank and tenure status. Please use the following structure and headings:

- Teaching (including advising)
- Research / Scholarship / Creative Activity (including productivity and impact of the faculty member's work)
- Service to the department, college, university, community, and discipline/profession

For untenured faculty in the tenure track, please discuss the faculty member's performance in the areas of teaching, research, and service as noted above. In particular, please address the faculty member's classroom performance (assessed by classroom visits), the content of the teaching portfolio, and statistical results of student course evaluations. Include comments on the faculty member's advising activities. Discuss the faculty member's research program, progress to date, and resulting publications. Also include comments on the faculty member's other professional activities and service to the department, college, or university. Finally, comment on the faculty member's progress toward tenure. In areas where the faculty member needs improvement, include specific comments on the department's mentoring efforts and offer suggestions for improvement. Signatures are required below.

SIGNATURES:

I have discussed these comments with the faculty member and provided him/her a copy:

DEPARTMENT CHAIR _____

DATE _____

I have received a copy of these comments:

FACULTY MEMBER _____

DATE _____

(Note: A faculty member may, if she/he wishes, attach a response to this evaluation.)