

Case Western Reserve University  
College of Arts and Sciences

**FACULTY ACTIVITY REPORT / ANNUAL REVIEW 2009-10**

All college faculty members at the rank of instructor, senior instructor, assistant professor, associate professor, or professor shall complete and electronically submit this form and a current curriculum vitae to their department chair. The department chair shall write a Chair's Annual Review (last page of this form) for each report EXCEPT for those faculty members who will receive a third-year review during AY 2009-10. In such instances, the third-year evaluation serves this purpose. All documents (FAR, CV, and Chair's Review when appropriate) are to be submitted electronically to the Executive Aide to the Dean ([cynthia.stilwell@case.edu](mailto:cynthia.stilwell@case.edu)) no later than February 15, 2010.

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 2009 _____	_____	_____	_____
Spring 2009 _____	_____	_____	_____
Spring 2009 _____	_____	_____	_____
Fall 2009 _____	_____	_____	_____
Fall 2009 _____	_____	_____	_____
Fall 2009 _____	_____	_____	_____

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 08-09? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Post-doctoral Fellow and Research Associate Supervision - (Fall 2009. 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**

- Freshman advising (SAGES-related)
- Freshman advising (other)
- Major advising
- Minor advising
- Other advising (describe)

No. of Students

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Student-Oriented Activities**

**RESEARCH / SCHOLARSHIP**

**Proposal and Award Activity – (July 2008-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, 2008 - 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, 2008 - 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, 2009-10**

Name \_\_\_\_\_  
Dept. \_\_\_\_\_

Rank \_\_\_\_\_

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

- Research / Scholarship / Creative Activity (including productivity and impact of the faculty member's work)
- Teaching (including advising)
- 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 research, teaching, and service as noted above. In particular, please discuss the faculty member's research program, progress to date, and resulting publications. 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. 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. For faculty at the rank of associate professor, the chair should discuss the faculty member's plans for promotion to professor. 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.)