

[MODEL]

**FACULTY ANNUAL REPORT**  
[Use separate pages for each section]

1 January \_\_\_\_\_ to 31 December \_\_\_\_\_

Your name

Date

**TEACHING**

*Courses taught*

<b>N<sup>o</sup> of course</b>	<b>Short title</b>	<b>Semester</b>	<b>Enrollment</b>
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*Supervision of multiple-section courses* [same information as above, plus the number of teaching assistants supervised]

*Graduate Student Supervision* [Give student's name, title of work, date, and your participation: member of committee, thesis director, first reader, etc.]

**Honors thesis**

**M. A. in progress**

**M. A. completed**

**Ph. D. in progress**

**Ph. D. completed**

*Examinations* [Give student's name and dates]

**M. A.**

**Ph. D. preliminaries (written and oral)**

**Ph. D. defense**

*Counseling* [include service on Ph.D. advisory committees]

Undergraduate, graduate, departmental major, students outside department, etc.

*Other teaching activities* [Honors projects, special assignments, etc.]

*Publications related to teaching*

**RESEARCH**  
[Use separate page]

*Your name*

*Date*

**Published Research** [books, articles, chapters, notes]  
Give full bibliographical information following MLA Style Sheet.

**Research Publications in Press** [not previously reported]

**Research Papers Presented** [title, society or group, date]

**Research in Progress**

**Reviews of your research publications** [include full bibliographical details]

Original creative works are to be included in the above categories. In the case of a translation, determine whether it should be listed here or under service – Professional Publications.

**SERVICE**  
[Use separate page]

*Your name*

*Date*

**UNIVERSITY CONTRIBUTIONS**

*University activities*

*College activities*

*Department activities*

*Administrative positions*

**PROFESSIONAL SERVICES** [memberships, offices held, speeches or talks, etc.]

*National activities*

*Regional activities*

*State activities*

**PROFESSIONAL PUBLICATIONS/EDITORIAL WORK** [book reviews, editorial work, abstracts, etc.]

**SPECIAL RECOGNITIONS**  
[Use a separate page or place after SERVICE]

*Honors*

*Special awards*

*Other*