**Annual Faculty Activity Report**



**Academic Year 2023-2024**

Faculty Annual Reports are due on 8/23/24 and must be submitted electronically to the Administrative Assistant identified by your Division Chair. Please use this naming convention: Last name\_ Annual Report\_2023-2024\_Dept name.

**Name:**

**Department:**

**Division:**

**- Attach Updated Curriculum Vitae as Separate Document –**

**-Attach Sabbatical or Leave Report as Applicable-**

**Teaching Effectiveness**

1. List all courses taught since submission of your last annual report, noting any course(s) that you taught for the first time.

2. Of the courses listed above, were any of them in the General Education curriculum? Yes [ ] No [ ]

If “Yes,” list the Gen Ed courses scheduled to be assessed and include the submission date of the report.

3. Give two or three specific examples from the past academic year to demonstrate your effectiveness, creativity, and versatility in the classroom. Include any special strategies that enhanced your teaching. Examples might include peer-led team learning; delivery of a Writing Unit class; perspectives related to diversity; cross-curricular collaboration or interdisciplinary involvement; and other special strategies.

4. Based on your teaching experience of the past academic year, what changes do you plan to implement in future classes? Are any of these changes based on the course learning objectives? If so, please describe.

5. How might Muskingum University further assist you in enhancing your effectiveness as a teacher?

**Professional Growth and Scholarly Activity**

**Professional Growth**

1. Describe your priorities for professional growth in the past academic year. These might include graduate study, participation in workshops or other professional development opportunities, certifications pursued or obtained, or other activities enabling you to keep current in your discipline.

**Scholarly Activity**

Faculty contracts at Muskingum University encompass a variety of roles. If your contract includes scholarly activity, please complete this section. If your contract does not involve scholarship, but you have work to describe, please answer the questions that apply.

2. Describe all research or creative projects undertaken this past academic year and (where appropriate) provide a project status.

3. List all books, articles, abstracts, reviews, chapters, or creative works produced during the past academic year, and identify if they were submitted, accepted, or published. Please include appropriate submission and citation information.

4. List all professional conferences; include the name of the professional meeting, date, and location, and please specify:

* Attendee only
* Presenter
* Chairperson
* Panelist, or discussant
* Other

5. List all performances, exhibits, or recitals in which you participated during the past academic year, providing the date and location for each specifying regional, national, juried, by invitation, etc.

6. List all grant proposals you submitted during the past academic year.

7. List any grants, awards, or professional honors received during the past academic year.

a) External

b) Muskingum University

8. Describe any service to your discipline, including organization membership, offices, peer review, board activity, or other special roles.

9. How might Muskingum University further assist you in enhancing your abilities as a professional, and as a researcher, scholar, artist, or performer?

**Student Advising**

Faculty contracts at Muskingum University encompass a variety of roles. If your contract includes advising responsibilities, please complete this section. If your contract does not involve advising but you have activities to describe, please answer the questions that apply.

1. Describe your traditional academic advising of individual students, including the use of pre-advising worksheets, four-year plans, or other support materials.

2. Describe any advising of student organizations, social clubs, or honorary societies (etc.)

3. Muskingum’s new Integrative Advising model weaves academic and co-curricular

advising opportunities. The central goals of this model are to find community (year

1), reflect/discern (year 2), participate in a transformative experience (year 3), and articulate and celebrate accomplishments (year 4). If any of your advising of the past academic year links to these goals, please describe.

4. Based on your advising experience this past academic year, what changes do you plan to implement in the future?

5. How might Muskingum University further assist you in enhancing your abilities as an advisor?

**Service to Muskingum University and the Wider Community**

1. List the committees or task forces on which you served during the past academic year, noting any special roles, tasks, or exemptions from service obligations.

2. List campus programs or activities for students in which you participated (eg. recruitment and orientation activities).

3. List or describe other university service including curricular innovations, collaborative programs, special academic projects, special assignments or responsibilities you undertook for your department, division, or the university.

4. List any contributions you made to local or regional communities or community organizations. Indicate if your relationship with these organizations is related to your professional expertise.

5. How might Muskingum University further assist you in enhancing your service to the university and to our community?

**Professional Goals**

Please list three professional goals for the upcoming year.

1.

2.

3.