**Full-Time Members**

**ANNUAL REPORT: FORMAT**

**(Revised October 2019)**

**Preamble.** The Annual Reports that Members are required to submit according to the *Annual Performance* *Evaluation* Article shall follow the minimal format described in this outline. In accordance with the *Annual Performance Evaluation* Article of the Collective Agreement, it is the Member’s responsibility to provide in the Annual Report sufficient detail of activities and their outcomes. In the absence of an Annual Report, or of sufficient detail within it, the Annual Performance Evaluation Committee shall send a request to the Member to submit an Annual Report or additional detail within five (5) working days. If the Member does not respond to this request, the Annual Performance Evaluation Committee shall base its assessment of the Member’s performance in the preceding three academic years on the relevant documents in the Member’s Official File. Where information remains insufficient for an assessment, the Annual Performance Evaluation Committee may assess the Member’s performance as below the acceptable level. The Reports submitted in any Unit may follow an expanded format suitable to the needs of that Unit and may use a standard form for that Unit; however, the information required to be submitted shall in every case be limited to that which is specifically required by the Collective Agreement.

**Date:**

**Name:**

**Rank:**

**Date tenured (if applicable):**

**Qualifications (attained or in progress):**

Degree University Department Year

**Areas (i.e., Teaching, Research, Scholarship and/or Service) of Academic Responsibility:**

**Unit Normal Workload:**

 Teaching:

 Research:

Scholarship:

 Service:

**Details of any Joint Appointments (if applicable):**

**Alternative Workload and/or Reduced Workload:** (per agreements in Official File)

**Record of Performance in Teaching:** (preceding three academic years, to include the following as applicable).

(i) a list of the graduate and undergraduate courses taught, whether in the classroom, online or off campus, including enrolment in the Member’s section(s) and the number of timetabled student contact hours per course, and any other information relevant to an assessment of the Workload associated with courses taught, as set out in Clause 4 of the Article *Workload*;

(ii) information about student experience in the classroom as reflected by data from Student Questionnaires on Courses and Teaching for all courses taught by the Member, where available**.** For each course, such data shall consist of class size, response rates,andthe distribution ofratings,as well as other factors the Member would like to comment on, for example, course characteristicssuch aselective or required status and mode of delivery. Suchdatashall not contain arithmetic averages;

(iii) peer evaluations of the Member’s Teaching;

(iv) curriculum development**,** course design, or course re-design, of whatever format, undertaken by the Member;

(v) supervision by the Member of undergraduate thesis or project research, clinical work, practicum or internship training, or any other supervision of students’ work towards any degree program; Where applicable, details of supervision by the Member of such project research, clinical work, practicum or internship training should also be provided including start and end dates of the supervision, the student’s program, the role of the Member, and frequency of meetings or other interactions;

(vi) participation by the Member in the advising, examination and supervision of the thesis work of graduate students, or other work by graduate students not listed in 9.3 d) (i)required for their degree completion, with masters and doctoral students listed separately. This should include a list of students for whom the Member has been chief advisor or supervisor including the student’s year in their program, a list of students for whom the Member has been a thesis examiner, and a list of students for whom the Member has served in any other capacity requiring significant commitment of time. Where applicable, details of supervision by the Member of graduate thesis work, or other work by graduate studentsrequired for their degree completion (i.e. project research, clinical work, practicum or internship training, other), should also be provided including start and end dates of the supervision, the role of the Member (i.e. chief advisor or supervisor, advisory committee member, examiner, other), frequency of meetings, and outcome of the supervision including whether a degree-seeking student was successful in defense of the research project;

(vii) teaching award nominations and teaching awards received by the Member;

(viii) other significant activities relevant to the Member’s Academic Responsibilities in the area of Teaching; and

(ix) other documents that allow for, or provide, an assessment of the Member’s performance in Teaching.

**Record of Performance in Research:** (preceding three academic years, to include the following as applicable).

(i) a list of the Member's refereed journal publications. The list should indicate which are submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;

(ii) a list of the Member's publications appearing as books, monographs or chapters in monographs. The list should indicate which are submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;

(iii) a list of the Member's publications appearing as refereed conference proceedings. The list should indicate which are submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;

(iv) a list of any other publications (e.g., patents, technical reports, case studies) reporting the Member's Research;

(v) a list of the Member's presentations at conferences, colloquia, and professional meetings, indicating which are invited, refereed or contributed. Where a presentation is multi-authored, the Member's contribution to the work should be described;

(vi) where appropriate to the Member's discipline, a list of performances or exhibitions indicating which are invited or reviewed, or those which are part of a schedule of performances or exhibitions in the University or in other public venues;

(vii) a list of any honours and awards received by the Member, and any other evidence of external recognition of the Member's impact in the area of research;

(viii) a list of grants, contracts and other sources of funds for the support of the Member's Research, indicating which have been received and which are applied for, and, where applicable, whether the Member is the principal investigator, a co-investigator, or a co-principal investigator;

(ix) details of any other significant activities relevant to the Member's Academic Responsibilities in the area of Research;

(x) any other documents that allow for, or provide, an assessment of the Member's performance in Research.

**Record of Performance in Scholarship:** (preceding three academic years, to include the following as applicable). Details of:

* + 1. a list of the Member's journal publications. The list should indicate which are submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;
		2. a list of the Member's publications appearing as textbooks books, or chapters in books. The list should indicate which are submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;
		3. a list of the Member's publications appearing as refereed conference proceedings. The list should indicate which are submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;
		4. a list of the Member's presentations at conferences and professional meetings, indicating which are invited, refereed or contributed. Where a presentation is multi-authored, the Member's contribution to the work should be described;
		5. a list of any honours and awards received by the Member, and any other evidence of internal or external recognition of the Member's impact in the area of Scholarship Activities;
		6. a list of grants, contracts and other sources of funds for the support of the Member's Scholarship Activities, indicating which have been received and which are applied for, and, where applicable, whether the Member is the principal investigator, a co-investigator, or a co-principal investigator;
		7. details of mentorship and other educational leadership activities;
		8. details of any significant activities relevant to the Member’s Academic Responsibilities in the area of Scholarship Activities;

* + 1. any other documents that allow for, or provide, an assessment of the Member's performance in Scholarship Activities.

**Record of Performance in Service:** (preceding three academic years, to include the following as applicable). Details of:

(i) the Member’s participation in the work of the University through membership on Departmental, Faculty, Senate, University or Association committees; Where relevant, this should include the start and end dates of committee service, the frequency of committee meetings, the frequency of the Member’s attendance at meetings, and a brief description of the work of the committee;

(ii) activities in any administrative appointments held within the University by the Member;

(iii) activities external to the University relevant to the Member’s Academic Responsibilities in the area of Service;Where such external activities are committee memberships, details should include the start and end dates of committee service, the frequency of committee meetings, the frequency of the Member’s attendance at meetings, and a brief description of the work of the committee as well as the Member’s contributions to the work of the committee;

(iv) other significant activities relevant to the Member’s Academic Responsibilities in the area of Service;

(v) other documents that allow for, or provide, an assessment of the Member’s performance in Service.

**Paid Activities Report:** Each Full-Time Member who engages in significant Paid Professional Activities outside the Member's Academic Responsibilities in the previous academic year shall submit a Paid Activities Report as part of the Member's Annual Report, covering the period in question, as required by the *Conflict of Interest and Conflict of Commitment* article. The Paid Activities Report shall include:

(a) the total time involved in each Paid Professional Activity and a brief description of the activities involved;

(b) any significant use of University resources in any Paid Professional Activity.

**Other Material for Consideration:** In this section the Member may include any other material or information that is relevant for assessment relating to the Member’s Academic Responsibilities, including an up-to-date curriculum vitae. Attachments may be included as appropriate.