



## SPS ADJUNCT FACULTY ANNUAL ACTIVITY REPORT

### **Introduction:**

In the School of Professional Studies (SPS), adjunct faculty members comprise a significant percentage of the teaching faculty and their contributions cannot be overstated. The purpose of conducting annual self-evaluations is to provide an opportunity for adjunct faculty to reflect on their accomplishments, initiatives, and challenges and to share this information with the academic leader of their division, department, or program. In doing so, academic leaders are better equipped to recognize teaching excellence and help remedy challenges. The information in the annual activity report can also be used to:

- Highlight adjunct faculty accomplishments in the SPS newsletter
- Identify adjunct faculty who are deserving of teaching and service awards
- Identify adjunct faculty who may have credentials and accomplishments that could warrant consideration for full-time positions when they become available
- Compile information each year that will be useful and readily available to adjunct faculty if they choose to apply for promotion
- Inform academic leaders when they write letters of support for adjunct faculty who are seeking promotion

### **Instructions:**

Keeping in mind that many adjunct faculty members have other jobs and may not have time to complete an extensive report, **submitting this report is optional**. If you only have time to complete part of the report, Sections 1 & 2 provides information:

- that is most important in the promotion process
- that helps us identify content for faculty development workshops and programming

When completing the report:

1. All information provided should reflect work done over the past year.
2. Delete sections that do not apply.
3. Please provide bulleted lists whenever possible and keep descriptions as brief as possible (one to three lines). The focus should be on content rather than presentation. Preparation of this report is not meant to be time intensive.
4. Feel free to add “other” information under any topic that you believe is relevant.

If you cannot meet the deadline date for submission, please inform your academic leader as soon as possible. Please direct any questions to your academic leader.

### **Section 1. Teaching Effectiveness (required)**

a) **If applicable**, list and briefly describe:

- new and/or innovative teaching methods
- how you use technology in meaningful ways
- how you build rigor and high standards into your class
- supplemental class highlights (i.e. dynamic guest speaker, site visit, etc.)
- initiatives you have undertaken to enhance your own teaching such as attendance at teaching effectiveness workshops, meeting with other faculty to discuss teaching strategies, etc.
- class challenges
- incorporating writing, critical thinking, analytical skills in your class
- strategies you use to teach to a globally diverse student population
- other information you believe is pertinent to your teaching effectiveness

b) Please write a short summary describing the usefulness of feedback you received from mid-semester student evaluations. If applicable, include any changes you will make to improve that process for next year.

### **Section 2. Mentorship**

a) **If applicable**, list the following:

- approximate number of students mentored and the type of mentoring
- approximate number of recommendation letters
- other forms of student mentoring outside the classroom (e.g. organizing roundtables or career events; connecting students to industry professional outside the classroom, etc.)

### **Section 3. Service to Division, SPS, and/or University**

a) List and include the dates of any service at the department, SPS or university-wide level such as:

- Committees, task forces, or ad hoc bodies
- Participation in admissions events, alumni events, student orientation events, Dean's roundtables, etc.
- Participation in activities to strengthen industry connections
- Other relevant service

### **Section 4. Professional Standing and Outside Professional Activities.**

a) List and briefly describe any evidence of recognition or success in professional activities including:

- Any awards or other form of recognition
- Service on professional committees or boards
- Delivering professional development presentations
- Paid or unpaid professional consulting assignments
- Other relevant activities

### **Section 5. Program, Curriculum, and Course Development.**

a) List and/or briefly describe any new curricula or programs that you have developed or new courses introduced into the curriculum. Particular evidence of collaborative approaches in program and curriculum design should be highlighted, as well as innovative course/program delivery and/or format.

### **Section 6. Adjunct Recruitment and/or Mentoring**

a) If you are an Academic Community of Practice Leader, list the number of adjunct faculty in your group

b) List new adjunct faculty you recommended that were ultimately hired.

c) Briefly describe any efforts to create academic community among adjunct faculty

### **Section 7. Scholarly Work, Creative Production, Knowledge Creation and Knowledge Synthesis.**

a) List and briefly describe scholarly, creative and/or professional activities that denote original work of a sound scholarly, creative, professional, or critical nature including:

- theoretical or applied research
- scholarly article or book reviews
- commentaries you have written and published
- papers or lectures you have presented at professional conferences
- artistic or creative endeavors
- other uncompensated academic or professional activities.

*(Note: if applicable, include any funding received for the project, length of project, collaboration with others, intended or actual publication, goal of dissemination)*

### **Section 8. Looking Ahead**

Please list and briefly describe any goals, initiatives or projects you would like to pursue over the next few years.