

**Virginia Wesleyan University**  
Professional Activities Form 2018 - 2019  
(E-mail an updated electronic C.V. and electronic copies of all syllabi separately)

Faculty Member:

Dept:

Rank:

Date eligible for  
promotion:

**I. TEACHING AND STUDENT MENTORING**

1. A.) Number of *different* course preparations:

*(Please enter your course information in this section. Comments can be added in 1B)*

Term	Course	SN Title	Cr	Ct
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B.) Please note any discrepancies or comments regarding the course sections listed previously:

2. Number of *new* course preparations:

3. What changes in existing course preparations were made? Please explain the reasons behind these changes (responding to student evaluations, program assessment, new textbook/assignment, etc.) - Note: For the purpose of assessment, Information provided in this section may be shared with Department Chairs and AEC and included on SLAR or campus accreditation materials."

4. Student mentoring and academic leadership:

- number of independent studies
- number of tutorials
- number of internships
- number of off-site classroom observations/evaluations
- local field trips

- sponsorship of student travel for conferences, etc.

- travel courses

- other

5. Pedagogy and technology conferences and/or workshops attended on-campus and/or off-campus (title, location, date):
6. Teaching awards or honors:
7. Sponsorship of undergraduate research and events beyond the classroom setting:
8. Innovative use of course enhancement funding.
9. Incorporate civic engagement and/or service learning course components
10. Based on your *student evaluations and classroom experiences this year*, how would you evaluate your achievements in relation to your intentions?

## **II. PROFESSIONAL VITALITY**

*(N.B. Explain/document the professional significance of any journal/venue where it would not be apparent to someone outside of your field)*

1. Books authored or edited (*title/press/date*):

2. Scholarly work appearing in peer-reviewed journals (*with bibliographic citations*): \_\_\_\_\_

3. Other professional publications (*with bibliographic citations*):

- a. popular and news publications

- b. book reviews

- c. encyclopedia articles

d. web site contributions

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e. chapter or essay in a book

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f. other

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4. Professional performances/exhibitions (*title, organization, place, date*):

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5. Work forthcoming for publication/exhibition but not yet in print/shown (*title of journal or publisher and anticipated date of publication, or parallel information for the arts*):

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6. Conference papers presented (title, organization, place, date):

a. International

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b. National

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c. Regional

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d. Local

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7. Other lectures/talks/moderating/evaluative roles for professional audiences (*title, organization, place, date*):

8. Grants applied for (*indicate if received*):

a. External (*name, project, level of competition*)

b. Internal (*name, project*)

9. Attendance at professional conferences or performances/exhibitions *not listed in #6* (*organization, location, date; role, if any*) :

a. Involving travel:

b. Local:

10. Non-conference travel for scholarly or artistic research:

11. Professional offices held (*note nature of activity*):

12. Description of research or work in progress, including work that may be under consideration for publication or presentation:

13. Professional licenses and memberships:

14. Scholarly/professional awards and honors received:

15. Other professional achievements you would like to highlight: (including reports on accomplishments brought about by Sabbaticals, Summer Development Grants, Batten Scholar, or other professional activities not included above)

16. Based on the goals you set for yourself last year, how would you evaluate your *professional achievements*:

### **III. INSTITUTIONAL SERVICE**

1. Advising:

a. Number of advisees \_\_\_\_\_

b. Advising workshops attended

c. Other advising achievements you would like to highlight:

2. Commission and other major committee appointments (*with indication of degree and kind of responsibility and time commitment*):

3. Program/department administration (*with notable achievements*):

4. Other internal activities serving departmental or institutional needs (*e.g., projects, student orientation(s), Marlin Days, Batten Honors College interviews*):

5. Leadership of, and/or major contributions to, student organizations and events:

6. Co-curricular or guest lectures and other in-house presentations:

7. Teaching in collaborative programs (*e.g., FYE, Portfolio, Summer/Winter Session, Evening & Weekend Program, Batten Honors College, Study Away courses, VWU Online Program, University College initiatives*):

8. External activities serving institutional or community interests (*e.g., speaking to lay audiences, contest judging, recruitment efforts, serving on community boards*):

9. Leadership in civic engagement, service learning or other volunteer activities:

10. How would you evaluate your *service achievements* in relation to your goals?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box occupies most of the page's vertical space.

**IV. GOALS for the next twelve months** (*in teaching, research, service or any combination*)