

**ANNUAL FACULTY ACTIVITY REPORT**

This report must be submitted to the Department Head by October 15 of each academic year. The report should cover the faculty member’s activities from September 1 through August 31 of the preceding year. Additional sheets may be attached to provide further detail, if necessary.

**I. BIOGRAPHICAL DATA**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Rank: \_\_\_\_\_

Years at EMU: \_\_\_\_\_  
(including current year)

Department: \_\_\_\_\_

College: \_\_\_\_\_

**II. INSTRUCTIONAL ACTIVITIES**

Courses Taught  
(Course Number and Title)

New/Repeat

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

Number of Students Advised (if applicable): \_\_\_\_\_

Comments:

Description of curricular and/or pedagogical developments, innovations, experiments, etc:

Attendance at workshops, conferences, etc. (provide date, organization and location)

Original Scholarship Presented in the Classroom within the University (include subject, forum and date)

### III. SCHOLARLY AND/OR CREATIVE ACTIVITY

Publications, Exhibitions, Concerts, etc. (include bibliographical data and place an \* in front of those activities disseminated through a refereed or juried format).

Presentations (include bibliographical data and place an \* in front of refereed presentations).

Professional Development Activities (include only those professional development activities that have been approved by the department and for which criteria are provided in the Department Evaluation Document).

Other forms of disseminated Scholarly/Creative Activity

Scholarly/Creative Activity in Progress (include subject/description, projected date of completion and anticipated method of dissemination)

Comments:

#### **IV. SERVICE**

Department Level Activity (include reference to office(s) held on committees, etc.)

College/University Level Activity (include reference to office(s) held on committees, etc.)

Beyond the University (professionally related community activity)

#### **V. ADDITIONAL ACTIVITIES NOT COVERED ABOVE (e.g. release time activities/responsibilities, etc.)**