Richard W. Riley College of Education
Winthrop University
Annual Faculty Report

I. Background Information

Name: 

Rank: 

Status: Tenured/ Probationary/ Restricted 

Department: 

Number of years at Winthrop (including this year): 

Licensures or Certifications: 

Professional Memberships: 

Brief Summary of the Year: 

II. Areas of Faculty Responsibility and Evaluation 

A. Student Intellectual Development  
(No more than 6 pages for this section.) 

1. Faculty Load Report.

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<tr>
<th>Course Designator &amp; Number</th>
<th>Credit Hours</th>
<th>Contact Hours*</th>
<th>Enrollment</th>
<th>Other assignments for which reassigned time has been given</th>
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Number of different course preparations for the year: ______
Number of new course preparations for the year: ______
Number of active undergraduate advisees. ______
Number of active graduate advisees. ______

2. **Self-Evaluation of Course-Related Student Intellectual Development**
   a. Documentation and analysis of student learning
   b. Continuous development of effective course syllabi
   c. Implementation of a variety of effective and/or innovative instructional practices, assessment methods, and materials
   d. Response to observation data, evaluations of classroom performance, and/or other Student Intellectual Development activity from supervisors or peers
   e. Systematic thematic analysis of student course evaluations
   f. Course development or revision
   g. Participation in assessment for courses and students

3. **Curriculum and Program Development and Revision**

4. **Directed Student Learning**
   a. **Thesis or Master’s Project Supervision.** For each student provide the student name, title of project, and your role on the committee.
   b. **Collaborative Presentations with Students.** Provide the APA citation for each presentation with student name(s) highlighted. Indicate if the students are graduate or undergraduate.
   c. **Collaborative Research with Students.** For each project, provide the student name(s) and title. Indicate if the students are graduate or undergraduate.
   d. **Independent Studies Supervised.** Provide the student(s) name, course, and section.
e. **Special Field, Service Learning, or International Experiences.** Provide information on the nature of the experience you sponsored (e.g. a trip abroad).

5. **Awards and Recognition for Teaching or other Student Intellectual Development Activities**

B. **Scholarly Activity**

Annual Load Credit Awarded for Scholarship, if applicable: ______________________

1. **Peer-reviewed Publications** *(Must be peer-reviewed and published by an external publisher)*
   a. Books
   b. Journal Articles
   c. Book Chapters
   d. Handbooks or Manuals
   e. Book Reviews or Conference Proceedings
   f. Other

2. **Publications that are Not Peer-reviewed**
   a. Books
   b. Journal Articles or Book Chapters
   c. Book Chapters
   d. Handbooks or Manuals
   e. Other

3. **Presentations**
   a. Peer-reviewed National and International Presentations/ Workshops
   b. Invited National and International Presentations/ Workshops
   c. Peer-reviewed Regional or State Presentations/Workshops
   d. Invited Regional or State Presentations/Workshops
e. Other

4. Grants
   a. Nationally Funded Grants/Foundations
   b. State Funded Grants/Foundations
   c. Internally (University/College) Funded Grants
   d. Unfunded Grants
   e. Other

5. National Accreditation Reports (Provide documentation of national dissemination, e.g. website).

6. Editorial Responsibility for a Journal or Publication (Indicate if the publication is national/international, regional, or state).

7. Scholarship in Progress
   a. Manuscripts that are “in press”
   b. Manuscripts submitted (Indicate date submitted)
   c. On-going research

8. Awards and Recognition for Scholarship

C. Professional Stewardship (No more than 6 pages for this section.)
   1. Administrative Assignments - COE Academic Leadership/Coordination.
      (For those with significant leadership/coordination duties, the page limit may be extended.)
   2. Winthrop University Service (All categories do not need to be addressed. Place “N/A beside those categories where nothing is reported.)
      a. Service or Leadership on University Committees*
      b. COE College/Departmental Committees*
      c. NCATE/CAEP Committee Work and Other Accreditation Activities*
      d. Student Organizations
      e. Recruitment and Retention Efforts**
f. University Initiatives or Special Assignments  
g. Professional Development Facilitation  
h. Grant Program Management  
i. Project or Program Coordination  
j. Other  

2. Service to the Profession  
   a. International/National Committees and Review Boards  
   b. State/Regional Committees/Boards  
   c. Local/Community Committees/Boards  
   d. Projects in Local Schools/Agencies/Businesses  
   e. Presentations, Workshops, or Demonstrations  
   f. Professional Consultation  
   g. Other  

3. Awards and Recognition for Professional Stewardship/Service  

D. Academic Responsibility *(No more than 2 pages for this section.)*  

1. Involvement with Student Advising Process  

2. Winthrop Service  
   a. University Committees  
   b. COE College/Departmental Committees  
   c. Assessment and Accreditation Activities  
   d. Recruitment and Retention  
   e. Event Participation  

8/1/2014
i. University
ii. College
iii. Department

f. Peer Support

3. **Professional Development** *(No more than 1 page for this section.)*
   a. Professional development in which you participated in the past year
   b. Degrees, certifications, licensures, or other professional credentials you have received or made efforts to add or maintain last year.

4. **Student Success Stories (optional)**
   If appropriate, provide a success story about an individual student or student organization. Identify the student or the organization and provide a brief narrative.

E. **Goals and Updates** *(No more than two pages for this section.)*

1. **Report on Previous Year’s Goals**

2. **Goals for Next Year**

3. **Scholarship Plan**
   a. If you received a course reassignment for scholarship last year, describe your accomplishments in fulfilling that plan.
   b. If you requested to receive a course reassignment to support your scholarly activity for the current year, provide the scholarship plan that was approved by your department chair.

**Attachments**
- Copies of published work
- Copy of updated vitae
- Chair and peer observation reports, as appropriate

*Note: Student evaluations (numerical and typed comments) are no longer required to be attached to the report. Faculty must keep copies as these will be submitted at promotion and/or tenure.*

The faculty member and department chair met to review this annual report and to discuss the faculty member’s goals for the next year on ________________ (date).

________________________________________________________________________

Faculty Member Signature  Department Chair Signature

The annual report and department chair’s response were reviewed by the

College of Education Dean on ________________ (date).
Dean Signature