

MODIFIED ANNUAL REPORT TEMPLATE FOR CVPA

Revised Fall 2024

Important:

- Each section has a dropdown menu asking for start/end semester information. Always ONLY put in the fall date as start and spring date as the end of the current year (even if the work is on-going). Failure to follow this structure will result in your text not appearing in the review.

PART 1:

Summary List of Achievements (May 15 through May 15 of each year)

Please provide a bullet-point list of this year's achievements for each category of review (without narrative). Each point will serve as headings for the corresponding narratives you will write in later sections of the report.

Student Intellectual Development

[Link to *Guidance, Information and Examples*](#)

Text Box

Academic Responsibility

[Link to *Guidance, Information and Examples*](#)

Text Box

Professional Stewardship

[Link to *Guidance, Information and Examples*](#)

Text Box

Creative and Scholarly Activity

[Link to *Guidance, Information and Examples*](#)

Text Box

PART 2:

STUDENT INTELLECTUAL DEVELOPMENT

1. Summary Narrative of Student Intellectual Development

Write a narrative reflecting on your contributions toward Student Intellectual Development using your bullet-point list from *Part 1 Summary List of Achievements* as headings within this narrative. Max Word count is 1000 words (5000-6500 characters). You can expand upon your narratives in the following evidence section.

Text Box

2. Evidence

Upload evidence for each item in your *Summary List of Achievements* in PDF format, with clear document titles. If the evidence is under 10 pages, you may upload a single PDF but ensure that each section has clear headings based on your bullet-point list. Evidence can include but is not limited to **images** or links to **published videos** (of student work, events, performances, exhibitions, field trips, presentations, internship/ service learning, etc. **Screenshots** or **PDFs** of awards, important emails from students or other people, developed courses/ programs, etc. In this section you can also expand upon your narrative for each bullet-point.

Upload Field

3. List of Courses Taught this Academic Year

Auto populated list will appear. This list reflects the courses you taught this academic year. No action is required.

4. Reflection of Fall (and summer, if applicable) Student Course Evaluations

Review your **Fall** student course evaluations, identifying key themes in both positive feedback and areas for improvement. Reflect on specific comments regarding your teaching methods, course materials, and assessments, and consider where adjustments could enhance the student experience. Based on this feedback, identify actionable changes you can make for future courses and set clear goals for improvement. Please submit a brief reflection (1000 words max/ 5000-6000 characters) summarizing your insights and plans.

Text Box

5. Upload Fall Student Course Evaluations

Upload a PDF of your fall and summer course evaluations. Include student comments and the survey data.

Upload Field

6. Reflection of Spring Student Course Evaluations

Review your **Spring** student course evaluations, identifying key themes in both positive feedback and areas for improvement. Reflect on specific comments

regarding your teaching methods, course materials, and assessments, and consider where adjustments could enhance the student experience. Based on this feedback, identify actionable changes you can make for future courses and set clear goals for improvement. Please submit a brief reflection (1000 words max/ 5000-6000 characters) summarizing your insights and plans.

Text Box

7. Upload Spring Student Course Evaluations

Upload a PDF of your **spring** course evaluations. Include student comments and the survey data.

Upload Field

8. Fall Course Reflection

Select one class from the Fall semester and reflect on the following:

Course Number and Title_____

Number of Students Enrolled_____

- a. Reflect on course design and instructional improvements made this year.
- b. Describe how you have stayed current in your field.
- c. Identify one key Student Learning Outcome (SLO) you focused on
- d. Briefly outline the assessment strategies and instruments used to evaluate how well students met the SLO.
- e. Discuss the assessment results by addressing:
 - How well students met your expectations (with data, if available).
 - Key insights you gained as the instructor.
 - How you plan to use this information to improve future courses.

Text Box

9. Upload Evidence from the selected Fall class

- a. Syllabus
- b. Project Briefs/ Rubrics followed by examples of student work outcomes (photos-screenshots; Performances on YouTube; written work)

Upload Field

10. Spring Course Reflection

Select one class from the Spring semester and reflect on the following:

Course Number and Title_____

Number of Students Enrolled_____

- a. Reflect on course design and instructional improvements made this year.
- b. Describe how you have stayed current in your field.
- c. Identify one key Student Learning Outcome (SLO) you focused on
- d. Briefly outline the assessment strategies and instruments used to evaluate how well students met the SLO.
- e. Discuss the assessment results by addressing:
 - How well students met your expectations (with data, if available).
 - Key insights you gained as the instructor.
 - How you plan to use this information to improve future courses.

Text Box

11. Upload Evidence from the selected Spring Course

- a. Syllabus
- b. Project Briefs/ Rubrics followed by student work outcomes (photos-screenshots; Performances on YouTube; written work)

Upload Field

PART 3.

Academic Responsibility

1. Summary Narrative of Contributions Toward Academic Responsibility

Write a narrative reflecting on your contributions toward *Academic Responsibility* using your bullet-point list from *Part 1 Summary List of Achievements* as headings within this narrative. Max Word count is 500 words (3000 characters). You can expand upon your narratives in the following evidence section.

Text Box

2. List your *Academic Responsibility Goals for the coming academic year*. If applicable, how do they relate to the department, college and university strategic plan?

Text Box

3. Evidence - Academic Responsibility

Upload evidence for each item in your *Part 1 Summary List of Achievements* along with your goals (if applicable) in PDF format, with clear document titles. If the evidence is under 10 pages, you may upload a single PDF but ensure that each section has clear headings. Evidence can include but is not limited to relevant **images**, links to **published videos**, **Screenshots** or **PDFs** of committee minutes/

products, important emails, etc. In this section you can also expand upon your narrative for each bullet-point, if required.

Upload Field

[PART 4.](#)

Professional Stewardship

1. Summary Narrative of Contributions Toward Professional Stewardship

Write a narrative reflecting on your contributions toward *Professional Stewardship* using your bullet-point list from *Part 1 Summary List of Achievements* as headings within this narrative. Max Word count is 500 words (3000 characters). You can expand upon your narratives in the following evidence section.

Text Box

- 2. List your *Professional Stewardship* Goals for the coming academic year.** If applicable, how do they relate to the department, college and university strategic plan? Max Word count is 500 words (3000 characters)

Text Box

3. Evidence - Professional Stewardship

Upload evidence pertaining to your bullet-point list, along with your goals (if applicable) in PDF format, with clear document titles. If the evidence is under 10 pages, you may upload a single PDF but ensure that each section has clear headings. Evidence can include but is not limited to relevant **images**, links to **published videos, Screenshots** or **PDFs** of committee minutes/ products, important emails, etc. In this section you can also expand upon your narrative for each bullet-point, if required.

Upload Field

[PART 5.](#)

Creative and Scholarly Activity

1. Summary Narrative of Contributions Toward *Creative and Scholarly Activity*

Write a narrative reflecting on your contributions toward *Creative and Scholarly Activity* using your bullet-point list from *Part 1 Summary List of Achievements* as

headings within this narrative. Max Word count is 1000 words (5000-6500 characters). You can expand upon your narratives in the following evidence section.

Text Box

List your *Creative and Scholarly Activity* Goals for the coming academic year. If applicable, how do they relate to the department, college and university strategic plan? Max Word count of 500 words (3000 characters).

Text Box

4. Evidence - *Creative and Scholarly Activity*

Upload evidence pertaining to your bullet-point list, along with your goals (if applicable) in PDF format, with clear document titles. If the evidence is under 10 pages, you may upload a single PDF but ensure that each section has clear headings. Evidence can include but is not limited to relevant **images**, links to **published videos, Screenshots** or **PDFs** of invitations, awards, important emails, etc. In this section you can also expand upon your narrative for each bullet-point, if required.

Upload Field