**College of Engineering**

**Lecturer’s Annual Report**

To be completed by all Lecturers and their supervisor(s) once per academic year. This report is due February 27th, if the lecturer is teaching only the fall semester. This report is due May 22nd if the lecturer is teaching both the fall and winter semesters or teaching only the winter semester. If the lecturer is teaching the spring/summer semester, teaching is reported during the following academic year.

**Name: Title:**

**Empl ID: Supervisor:**

**Department/Program: Evaluation Period:**

**1. Brief statement of contributions to teaching, including approach to improve teaching skills.** Please include here any discussion of newly introduced courses and objectives. Indicate your progress on your previously defined goals in the last year and include goals for continuous improvement in terms of expected outcomes and criteria for the next year. If this is your first year submitting an annual report, only discuss your goals for the next year. Please also attach supporting documentation/evidence of commitment to teaching excellence as appropriate (e.g. course materials, results of scholarly activities if applicable, evidence of classroom intervention/consultation) ***(suggested - one page or less)***

**2. Summary of Teaching**

**2.1 Courses Taught During the Academic Year:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course # | Course title1 | Teaching Role2 | Term | Enrollment/ Responses | Q1 | Q2 |
| *Ex.CEE402* | *Prof Issues & Design* | *Co-instructor* | *Winter 04* | *50/43* | *3.4* | *3.8* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1Specify section title for Engineering 100

2Co-instructor, recitation/discussion leader, sole instructor**, tutor**

***Please attach syllabi for all courses taught to this report.***

**2.2 Short courses and workshops taught**

Indicate course, location or institution, date, and enrollment.

**2.3 Other**

Examples may include: undergraduate or graduate students advised or assisted outside of coursework; tutoring; mentoring; consulting; etc.

***Please attach a copy of your current curriculum vitae to this report.***

**3.Professional Development**

Please list any activities you participated in over the past academic year that contributed to your professional development as an instructor. Please also indicate if you received a LEO Professional Development Grant or any other type of grant/funding for any of the listed activities. ***This Page Required for Lecturers III and IV only*:**

**4. Service Portfolio**

**4.1 Candidate's own statement of contributions through additional administrative or service roles** (one page or less)

**4.2 List major committee assignments in the Department, College, and/or University** (committee, duration of assignment, member or chair status)

**4.3 List additional administrative duties at U of M**

**4.4 List service to government or professional organization** (type of service, duration of assignment)

**4.5 Educational outreach activities**

**4.6 Other**

# Reviewer’s Feedback on General Assessment of Performance:

* Performance exceeds expectations for the position.
* Performance meets expectations for the position.
* Improvement is needed in order to meet the performance expectations for this position.

**Specific Comments: (*these must be included for all Lecturers***) Please address the Lecturer’s: command of the subject matter; ability to organize material and convey it effectively to students; successful design and/or planning of courses and course materials; ability to communicate and achieve appropriate student learning goals; effective interaction with students; growth in the subject field and in teaching methods; and performance of required non-instructional duties where applicable.

This form is to be signed after discussion of the annual report by the Lecturer and his/her supervisor(s). The Lecturer’s signature, which is required, indicates that the Lecturer has reviewed this document and discussed it with his/her supervisor. It does not necessarily imply agreement with the comments herein. Lecturers may respond with additional comments in writing after the report and response are submitted.

**Supervisor’s Signature** **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lecturer’s Signature Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon completion, please forward original to ADAA office.**