



## **ANNUAL PERFORMANCE REPORT**

### **BRESCIA UNIVERSITY COLLEGE**

To be completed by BFA member pursuant to Article 9.8.4.

Submit a signed hard copy of your Annual Report to the VPAD by June 7. You may report any additional accomplishments or activities that occur between submission of the Annual Report and June 30 of the review year; the deadline to report this additional information is July 31 following the review year.

Submit a current CV with your Annual Report.

Please check/complete all sections that apply to your work. Not all members will have activity in every category. Please leave categories in which you had no activity blank.

This Annual Report form must contain all of the information you wish to have considered for your Annual Review; you may not attach any documents other than your CV.

Please read carefully Article 9.8 of the 2016-20 Collective Agreement for further information.

If you are uncertain about how to complete any section of this form, please consult your Chair and/or the BFA.

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Member's Signature

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Date

## A. General Information

Academic Year in Review: July 1, 20\_\_ - June 30, 20\_\_

Name:		
Date:		
Rank as of July 1:		
Workload Stream: (circle one)	Balanced	Teaching Specialized

A. Please complete the following as appropriate:

### 1. Teaching and Educational Leadership

a) List the courses you taught in the past academic year indicating whether they were taught as part of the normal load for your teaching stream or as overload.

Course(s) taught (course #, title, course weight):	Normal load OR Overload:

If you did not teach a normal load, indicate why:

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## b) Activity Report

<b>Activity Type:</b>	<b>Check (x) each activity performed:</b>	<b>Comments:</b>
1. Achieved a mean or median score of at least 4.0 on all Brescia course evaluations for the item "All things considered, teaches effectively."		
2. Teaching Awards and Honors, including Dean's Honor Roll of Teaching		
3. New course developed and approved for calendar inclusion (describe your involvement)		
4. Development of new module (describe your involvement)		
5. Taught independent study/reading course		
6. Taught a course or courses for the first time		
7. Undergraduate thesis supervision (specify #)		
8. Graduate thesis, diploma student or internship supervision (specify type and #)		
9. Guest lecture given (include details: where given, length/scope/topic, paid/unpaid...)		
10. Development of new teaching methods and materials (specify which methods and materials)		
11. Teaching-related professional development activities (specify activities)		

and role)		
12. Program or module modification (describe your involvement)		
13. Program accreditation activities (describe your involvement)		
14. Contribution to program review(s) (describe your involvement)		
15. Experiential learning activities (specify nature of activities and describe your role)		
16. Contributions to internationalization of curriculum, programs and/or courses (specify nature of activities and describe your role)		

Teaching and Educational Leadership Objectives for the next Review period:

## **2. Research and Scholarly Activity Report**

<b>Activity Type:</b>	<b>Check (x) each activity performed:</b>	<b>Comments:</b>
1. Peer- reviewed book (indicate title, publisher and status: submitted, under revision, accepted, or published)		
2. Peer- reviewed article (indicate title, journal and status: submitted, under revision, accepted, or published)		
3. Peer- reviewed abstract (indicate title, journal and status: submitted, under revision, accepted, or published)		
4. Book review in academic journal (indicate title, journal and status: submitted, under revision, accepted, or published)		
5. Peer- reviewed case study (indicate title, publication venue and status: submitted, under revision, accepted, or published)		
6. Peer- reviewed book chapter (indicate title, publisher and status: submitted, under revision, accepted, or published)		
7. Other peer-reviewed publication (indicate title, publication venue and status: submitted, under revision, accepted, or published)		
8. PI or co-PI of external research grant (indicate funder, amount and status: submitted, awarded, approved but not funded)		
9. Internal research grant (indicate amount and status: submitted or awarded)		

10. Ethics application (indicate project title and status: submitted or approved)		
11. External, invited research presentation (indicate date, location, title)		
12. Editorial/refereeing services (indicate publisher/journal/series, as appropriate)		
13. Presented unpublished, refereed paper/poster at conference (indicate date, location, title)		
14. Presentation and publication in peer-reviewed conference proceedings (indicate title, publisher and status: submitted, under revision, accepted, or published)		
15. Other works submitted or published (see Article 11.5.3(a)5). Indicate title, publisher and status: submitted, under revision, accepted, or published)		
16. Commentator, discussant, or chair at conference (indicate conference, session title, location, date)		
17. Graduate thesis examiner or member of advisory committee (specify your role)		
18. Attendance at academic conference (no participation) (indicate conference, location, date)		
19. Media interview(s) or commentary (indicate date, venue)		
20. Research award nomination (indicate nature of award, date)		
21. Research award recipient		

(indicate nature of award, date)		
22. Initiated and/or continued research partnerships/ collaborations with scholars/researchers at non-Brescia institutions, Canadian or international (provide details)		
23. Work in progress on any activity not counted above, e.g. research, data/scholarly materials gathered, producing draft of paper or book, etc. (please list)		



Research and Scholarly Activity Objectives for the next Review period:

### **3. Service to the Institution Activity Report**

<b>Activity Type:</b>	<b>Check (x) each activity performed:</b>	<b>Comment:</b>
1. Chair of School		
2. Coordinator (specify program or portfolio)		
3. Organizer of provincial, national or international academic conference (indicate conference, location, date)		
4. Member of Brescia committee or Brescia representative on external committee (specify committee)		
5. Chair of Brescia committee or Brescia representative on external committee (specify committee)		
6. Service to Brescia Faculty Association (indicate your role)		
7. Formal student advising (e.g. SOD) and/or liaison work (indicate your role)		
8. Substantial service to the larger community that derives from academic area of expertise (indicate your role and contributions)		
9. Faculty advisor to Brescia or other student organizations (indicate organizations and your role)		
10. Contribution(s) to professional/scholarly		

organizations(s) (indicate organizations and your role)		
11. Contributions to non-scholarly groups/ programs that derive from academic area of expertise (indicate groups/programs and your role)		
12. Ad hoc service, e.g. review scholarship applications, judge at Take The Lead, judge at public speaking or writing contests, etc.		
13. Reference letters written and/or online reference forms completed		
14. Other relevant service activities (please list)		

Service to the Institution Objectives for the next Review period:

**B. Personal Statement (optional)**

In this section offer any additional comments that are relevant to your performance in the year under review.

Members may refer to their performance in last three academic years if they believe that this would provide a clearer picture of their activities and accomplishments.

Comments: