

Format for  
**PROFESSIONAL ACTIVITIES REPORT**  
September 1, 20\_ through August 31, 20\_

Name, Academic Rank, and Unit

**TEACHING:**

- A. Courses taught each semester (indicate special arrangements, e.g., evening courses, multiple sections, off-campus, overload; if less than a full load, explain)
- B. Individualized and extended degree instruction (independent studies, senior distinctions, graduate committees and theses, Extended Degree, etc.)
- C. New course development, innovations, or special techniques of instruction (interdisciplinary and disciplinary)
- D. Methods used for evaluating teaching

**SCHOLARLY AND CREATIVE ACTIVITY:**

- A. Publications, manuscripts, reports, performances, recitals, exhibitions, manuals, films, videotapes, etc.
- B. Grants solicited and outcome; awards, honors
- C. Professional contribution at regional, national, and international levels (conference participation, attendance at meetings, organizational work, etc.)
- D. Activities in progress

**SERVICE:**

- A. Institutional Development
  - 1. Service on elected and appointed committees, task forces, etc. (unit and all-university)
  - 2. Administrative responsibilities
  - 3. Program development (not dealt with under teaching)
  - 4. Student advising
  - 5. Other
- B. Outreach
  - 1. Activities which utilize professional expertise (projects, involvement with organizations, committees, community research, evaluation, development, and planning)
  - 2. Non-credit teaching and presentations given related to your professional area.
  - 3. Other