**CHAIRPERSON’S ANNUAL REPORT (CAR)**

**PART I**

Reporting On Activities For Academic Year

June 1, 2020 - May 31, 2021

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Specialization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed to TU faculty: at rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in year\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion History:

To rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

To rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and

To rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I. Formal Degrees

1. Highest degree earned, with date and name of granting institution. If received since June 1, 2020, attach proof.

B. If candidate for an advanced degree, indicate work completed since June 1, 2020 and present status. Corroborative material and/or transcript must be attached.

II. Leadership Report (See Roles, Responsibilities and Core Functions of Academic Chairperson) (percentage of workload: \_\_\_\_%)

III. Teaching (See Roles, Responsibilities and Core Functions of Academic Chairperson)

(percentage of workload: \_\_\_\_%)

A. 1. Attach evaluations from all of your regular classroom teaching assignments for the fall, mini, spring, and summer terms from the course evaluation reports provided by the Office of Assessment (if your department or college used an alternative or additional course evaluation survey that has been approved by the UPTRM, then you may also include those results). The course evaluation reports from the Office of Assessment will each include the course title and number, credit hours, number of students enrolled/responding, and response data for each item (median, mean, standard deviation, N).

2. You may, if you wish, include a narrative statement on your teaching that includes your interpretation of the course evaluations and how you intend to use the results to inform and improve your teaching.

3. Insert below your class GPA and grade distribution. These data are provided to your dean’s office by the Office of Institutional Research (Fall data are sent in February and Spring data are sent in mid-June). Your dean’s office will distribute these data to departments. You may fill out this table by indicating the number of students in each category, or you may electronically insert the information by cutting and pasting the entire section from the report.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grade Dist  Course | A | A- | B+ | B | B- | C+ | C | D+ | D | F | Total | FX | W | O | Median | Mean |
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4. Attach syllabi for all courses listed (must contain all elements required for syllabi in Policies and Procedures for the Classroom: Course Syllabus).

B. List all other teaching roles as outlined in the Chairperson Roles document.

C. New instructional procedures, which you have introduced this year (special projects, new courses and/or materials).

D. Advising (including number of students, whether majors, undeclared, Interdisciplinary students)

Correlation Statement. If your productivity did not match your projections for academic year 2020 - 2021, please explain. You may also include any comments you may have regarding your grade distribution.

IV. Scholarship (See Roles, Responsibilities and Core Functions of Academic Chairperson)

(percentage of workload: \_\_\_\_%)

Correlation Statement. If your productivity did not match your projections for academic year 2020 - 2021, please explain.

V. Service (See Roles, Responsibilities and Core Functions of Academic Chairperson)

(percentage of workload: \_\_\_\_%)

Community:

Profession:

University (all levels):

Correlation Statement. If your productivity did not match your projections for academic year 2020 - 2021, please explain.

**CHAIRPERSON’S ANNUAL REVIEW (CAR)**

**PART II**

Agreement On Faculty Workload Expectations For Academic Year

June 1, 2021 - May 31, 2022

I. Leadership (percentage of workload: \_\_\_\_%)

II. Teaching (percentage of workload: \_\_\_\_%)

A. List all of the regular classroom teaching assignments planned for the 2021 – 2022 academic year.

B. Non-classroom assignments which will be part of your regular on-load teaching assignment (i.e., coaching, directorships, supervision of student teachers) for the 2021 – 2022 academic year.

C. New instructional procedures which you plan to introduce this year (special projects, new courses and/or materials). Also include interdisciplinary, diversity, international and new technology projects, if appropriate.

D. Advising (including number of students, whether majors, undeclared, or interdisciplinary students)

III. Scholarship (percentage of workload: \_\_\_\_%)

IV. Service (percentage of workload: \_\_\_\_%)

(For any of these activities, which are part of your workload, please indicate.)

Community:

Profession:

University (all levels):

SIGNATURES:

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Faculty Member/Chairperson Signature Date

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College Dean Date