

**Brandon University**  
**Faculty of Arts**  
**Annual Professional Activity Report**  
*For the period of September 1, \_\_\_ to August 31, \_\_\_*

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**TEACHING**

**Courses Taught** – please identify all courses taught (on load, overload, projects). Kindly identify the workload for courses other than those weighted at 3 credit hours. Additionally, please include here undergraduate and/or graduate thesis supervision.

**Total Enrolment** -- please estimate the sum of enrolments for all courses taught this past academic year

**Course Development** – please identify courses that were new to your teaching rotation this academic year

**Course Revision** – please identify major revisions you have undertaken to courses in your rotation, please include here the preparation of reading packages, manuals, etc.

**Program Development** – please identify specific contributions you have made to academic program development/revision (including community relations, student recruitment, student mentoring, interdisciplinary contributions, and cooperation between Brandon University and other post-secondary institutions).

## **SCHOLARSHIP/RESEARCH**

**Performance/Presentation** – e.g. exhibitions, panel participation, presentations at professional meetings, expert testimony, etc.

**Publication** – please identify publications in this past academic year. Kindly provide full academic references.

**Unpublished Research/Work in Progress** – please identify work currently under review, ongoing research, unpublished research, ...

**Research Grants Received** – please identify research grants awarded in the past academic year or grants for which the duration of funding includes all or a part of this time period; include granting agency, amount and the title of the project funded.

**Grant Applications Prepared/Anticipated** – please identify grant applications prepared in the past academic year whether or not funds were realized, an indication of applications in preparation is also requested.

**SERVICE**

**Service to the University** – e.g. committee work, department chair, service to faculty union, administrative duties ...

**Professional Service** – e.g. membership in professional organizations, service on editorial boards, table officer of professional associations, organizational roles at conferences ...

**Service to Other Communities** – e.g. non-remunerated contributions to local, national and international organizations and activities, including professional, governmental and non-governmental organizations.

**Own Account Work** – please identify paid professional activities (for clarification see Article 10 of the *Collective Agreement*). If a written account has previously been provided this past year this may simply be referenced here.

**Awards, Honours, Recognition** – please identify professional recognition, honorary degrees, published reviews of your work (copies of reviews may be attached)

**Professional Development** – e.g. graduate study, workshop participation, professional accreditation, ...

**Workload Assessment** – please provide your assessment of the distribution of your workload over the past year. Percentages should add to 100. Comments indicating your level of satisfaction with this distribution are invited.

\_\_\_\_\_ % teaching \_\_\_\_\_ % research \_\_\_\_\_ % service \_\_\_\_\_ % other (please identify)

**Comments:**

***Deanal Issues:*** (Please identify areas which you would suggest should be priority areas of concern for the Dean's office in the coming year.)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_