

**FACULTY ACTIVITY REPORT  
COMPUTER SCIENCE DEPARTMENT  
COLLEGE OF ARTS AND SCIENCES**

**Date:** \_\_-\_\_-\_\_

**Activities during:**

**Evaluation Period:** \_\_\_\_\_ - \_\_\_\_\_

**Faculty Name** \_\_\_\_\_

**Current Rank:** \_\_\_\_\_

**Date Obtained:** \_\_\_\_\_

**Date of Initial Appointment:** \_\_\_\_\_

**This application is for (please check all that apply):**

\_\_\_\_ Annual Review

\_\_\_\_ Third Year Review

\_\_\_\_ Tenure

\_\_\_\_ Post Tenure Review

\_\_\_\_ Promotion to (please enter rank) \_\_\_\_\_

**I have chosen the following distribution of effort and time for the current review:**

**Teaching (40%-70%):** \_\_\_\_\_

**Professional Growth and Development (20%-40%):** \_\_\_\_\_

**Service to the Institution (10%-30%):** \_\_\_\_\_

**I have chosen the following distribution of effort and time for the next review:**

**Teaching (40%-70%):** \_\_\_\_\_

**Professional Growth and Development (20%-40%):** \_\_\_\_\_

**Service to the Institution (10%-30%):** \_\_\_\_\_

**Please attach your current vitae to Appendix V (See Faculty Handbook Section 103.05 or at <http://www.westga.edu/~vpaa/handrev/103.html#103.05>).**

## **I. TEACHING**

Please refer to the [Department Criteria for Promotion and Tenure](#) for a complete list of appropriate activities to include in this section. You should include a citation to the appropriate section of the [Department Criteria for Promotion and Tenure](#) with each activity listed below.

The faculty member should use a Teaching Portfolio to document and show evidence of effective teaching. The faculty member might also outline specific goals and objectives for future years. See also [Faculty Evaluation/Review Guidelines for the College of Arts and Sciences](#). The Teaching Portfolio should include (but no limited to) activities in this section. Please include relevant details in a narrative form in Appendix I.

### **A. Statement of Teaching Philosophy**

Please provide a statement indicating your teaching Philosophy.

### **B. Courses Taught**

Please List all courses taught during this evaluation period, to include courses taught during summer (Semester, Course number, Section & Title). Please provide a complete course portfolio for each course suitable for review by the Undergraduate Curriculum Committee for purposes of assessment. The course portfolio should include, as a minimum, items mentioned in Attachment A. For current courses being taught please include partial portfolios. Course portfolios should be included in Appendix I.

### **C. Student Related Activities - Teaching**

1. Field trips, programs, events involving students (class, trip, date)
2. Guest speakers in your classes of technical importance. (class, guest, topic, date)
3. Guest speaking to classes or student groups. (class, topic, date)
4. Course-related manuals developed for Departmental use
5. Other

### **D. Curriculum/Course Related Activities**

1. New courses developed
2. Courses revised
3. Courses taught using innovative teaching techniques
4. Courses taught using new technologies (On-Line courses, WebCT, etc.)
5. Assessment of courses/curriculum
6. Other

**E. Other Teaching-Related Activities**

1. Talks given or visits to high schools/community colleges/four-year colleges or universities. (topic/purpose, school, and date)
2. Student recruitment (school, date)
3. Involvement in student organizations

**F. Statement for teaching goals for the next year, two years and three years**

Please provide a statement for teaching goals for the next year, two years and three years.

## **II. SERVICE TO THE INSTITUTION**

Please include letters of appointment, commendations, significant contributions and relevant details in a narrative form in Appendix II.

- A. Department, College, University Service** (designate member, chair, etc.)
- B. Non-University (local, state, national) Service**
- C. Professional**
- D. Other**

**III. ACADEMIC ACHIVEMENT**

Please include relevant details in a narrative form in Appendix III.

**Highest Degree Held:** \_\_\_\_\_

#### **IV. PROFESSIONAL GROWTH AND DEVELOPMENT ACTIVITIES**

Please refer to the [\*Department Criteria for Promotion and Tenure\*](#) for a complete list of appropriate activities and their associated level of significance to include in this section. You should include a designation of the appropriate level for each of the activity listed below. Please include the complete citation of each of the items below, using either ACM style or the APA style. In Appendix IV, please provide a photocopy of the first two pages of the item described. Please be ready to provide a copy of the complete work upon request. Please include relevant details in a narrative form in Appendix IV.

##### **A. Publications/Scholarly Activities**

1. Refereed articles published
2. Books, (authored/edited)
3. Book chapters
4. Conference Proceedings
5. Technical reports

##### **B. Research Grants**

1. External grants - list title, amounts, and beginning/end dates for each
2. Internal grants - list title, amount, and beginning/end dates for each
3. Grants applied for but not received

##### **C. Scholarly Activities (list all relevant details; date, published, etc)**

1. Scholarly presentations
2. Editorial boards of journals
3. Editor of journals
4. Reviews: manuscript, grant proposals
5. Refereed articles under review
6. Other

**APPENDIX I**

**TEACHING**

**APPENDIX II**

**SERVICE TO THE INSTITUTION**

**APPENDIX III**

**ACADEMIC ACHIVEMENT**

**APPENDIX IV**

**PROFESSIONAL GROWTH AND DEVELOPMENT ACTIVITIES**

**APPENDIX V**

**CURRENT VITAE**

## ATTACHEMENT A

### COURSE PORTOFLIO

Each course portfolio should be included in a separate folder clear labeled, with course number, section, term and instructor's name. Next fall, the under/graduate curriculum committee will have the opportunity to look at the portfolios as part of assessment/evaluation of curriculum. A course display portfolio should include the following (as a minimum):

1. A course syllabus which includes (this was produced in conjunction with the efforts for SACS process):
  - A. Instructor, including office hours, office location
  - B. Course number and name
  - C. Texts and other required readings
  - D. Course catalog description
  - E. Course--goals/learning outcomes
  - F. General topics covered in course (these should include curriculum topics from the Steelman report)-- you may wish to add sub-topics as well.
  - G. Additional requirements for the course-- i.e. WAC courses, etc.
  - H. Tests and other assessment/evaluation activities (i.e. programs, projects, presentations, papers, etc.) dates for the completion of such activities should be included in the syllabus.
2. A copy of each course handout given to students-- if you wish you may provide this as soft-copy on a floppy that is clearly labeled for the specific course/section. Please do not use URL of web pages since Web pages may change.
3. For each assignment/homework/exam/etc. please provide the following (please make sure that students' information are masked/deleted):
  - A. A copy of the handout for assignment/project/etc.;
  - B. A sample copy of each evaluated work (a sample should include high, median and low scores/performances for each evaluated work). If the assignment requires revisions and resubmit all, please provide copies to show the trail of the evaluation process.
  - C. For final exam, please include a copy of all students' finals.
4. A summary report of assessment tools and results obtained. This will be only for courses considered for assessment as recommended by the Undergraduate/Graduate Curriculum Committees or others (i.e. final exams for CS 1 & 2, other courses/events used for assessment).
5. A copy of the grading sheet/book for the course (paper copy).
6. A clearly labeled floppy disk which contains: 1) course syllabus; 2) current faculty C.V.; and 3) a softcopy of the grading sheet (this could be a MS Excel or MS Word type file).