UMKC
FACULTY AND LIBRARIAN ANNUAL REPORT

FROM: January 1 TO: December 31, Year: 2001

NAME: ______________________ RANK: ______________________

(Last) (First) (Initial)

SCHOOL: ______________________ PHONE: ______________________

DEPARTMENT: ______________________ DATE SUBMITTED: ______________________

NOTE TO FACULTY AND LIBRARIANS: Please complete this form as a report of your professional activities during the past year. You may submit this information by electronic or paper forms. Probationary faculty and librarians must be reviewed annually and must be given adequate notice of the review. This report may constitute a part of an annual review, if required, according to school policy.

The work of faculty is complex and involves many activities. However, all of these are related to learning as the fundamental mission of UMKC. In this sense, the faculty are engaged in scholarly work, which may be characterized in terms of four overlapping functions: (1) teaching, (2) research, scholarship and creative activity, (3) application of scholarly work through professional service (including patient care), and as faculty work evolves (4) integration of work across specializations and disciplines to develop a shared intellectual community. In addition, faculty contribute to the well being of their school, campus and university as citizens of the academy. The annual report form is thus organized to reflect this sense of faculty work and service. Librarians, similarly, are engaged in many overlapping activities, all based on providing high quality professional service as well as research, development of library services, and the communication of information to others. Some librarians may also teach.

I. TEACHING AND THE SCHOLARSHIP OF TEACHING
   A. Courses taught, Spring (II) 200__; Summers 200__; Fall (I) 200__; Other ___ (as we begin to use information technology in more sophisticated ways, courses may be offered at times which do not coincide with semesters.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Term II, S I, or Other</th>
<th>Credit</th>
<th>Number of Students</th>
<th>Total Student Cr. Hrs.</th>
<th>Describe your instructional responsibilities (Indicate weekly contact hours)*</th>
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<tbody>
<tr>
<td>Lower Division (100-200) Example</td>
<td>I</td>
<td>3</td>
<td>18</td>
<td>54</td>
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<tr>
<td>Upper Division (300-400)</td>
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<td>Graduate/Graduate Professional (500+)</td>
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* Please describe the nature of your teaching for each course: e.g., lecture, lecture discussion, seminar, independent study, advising, clinical supervision, electronic interaction, or a combination.
B. Note any significant evidence of student learning achievements related to course and/or curriculum goals (e.g., performance on nationally normed tests, performance in subsequent courses):

C. Advising: Please summarize the type and extent of student advising during the year beyond that related to courses noted above. Please estimate the total hours during the year on advising:

D. Development or major revision of course(s) during the past calendar year (give title, course #, short description), including use of assessment data and learning technologies (e.g., software, interactive video, network communication). Indicate any course development grants awarded.

E. Efforts to provide a mentor relationship with students (e.g., co-author of paper, joint performance presentation, BookMarks project, independent study course).

F. Please indicate any service learning activities (credit or non-credit) completed during the year:

G. Teaching Publications (e.g., texts, articles, reviews, multimedia projects software, videos). Please identify refereed works by an asterisk; indicate co-authored or joint work. Note works co-authored with students.
H. Grants received related to teaching:

<table>
<thead>
<tr>
<th>Title</th>
<th>Agency</th>
<th>Start Date</th>
<th>End Date</th>
<th>$ Total</th>
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I. Graduate and Undergraduate Thesis, Research, Honors, or Internship Committees (Please list student names and specify level; note – e.g., chair):

J. Teaching awards and honors (including those of your students):

K. Steps taken to improve teaching by participating in workshops, symposia, or similar programs.

L. Please summarize briefly student and peer evaluations of courses taught; this information is only for departmental use (and school use consistent with school policy). Include external evaluations of syllabi and course materials, if these have been conducted.

M. Please indicate your efforts to improve student retention.

N. Note any significant new uses (or significant improvements) you are making of technology to enhance student learning or increase teaching effectiveness.

O. List any new information technology products or processes you have developed during the past year.

P. What other innovations in personal use of technology have you made during the year to enhance research, professional service, administration, or University citizenship?

II. RESEARCH, SCHOLARSHIP, AND CREATIVITY

A. Research Publications (Performances, Exhibits, Databases, or Equivalent). Please identify refereed works by an asterisk *; indicate co-authored or joint work and if first, second, or third, etc. author.
B. Professional meetings, colloquia and seminars

C. Grants received or in progress

<table>
<thead>
<tr>
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<th>Agency</th>
<th>Start Date</th>
<th>End Date</th>
<th>$Total</th>
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</table>

D. Involvement of students in research (joint publications, grant applications); were any publications noted above co-authored by students:

III. PROFESSIONAL SERVICE

A. Service to your professional discipline:

1. Papers or talks for peers

2. Consultancies which applied professional expertise:

3. Refereeing and reviewing (books, journals, dossiers, grants)
4. Office in professional association

5. Committee service in professional association (indicate your role or contribution)

6. Please estimate the number of hours per week that you devote on average to service activities related to your profession or discipline

B. Professional Service to Patients/Clients:

1. Type and quantity of service provided to individual patients/clients

2. Administrative service to hospitals/clinics/courts

3. Committee service to hospitals/clinics/courts

4. Innovations in services and application or expertise

5. Please estimate the number of hours per week that you devote on average to professional service to patients or clients:

C. Professional Services Related to Economic Development

1. Type and quantity of economic development activities in Missouri

2. **Type and quantity of economic development activities elsewhere**

3. Development of intellectual property, patents, or technology transfer
4. Please estimate the number of hours per week you devote to professional service which contribute to economic development.

IV. INTEGRATION OF ACTIVITIES: Report interdisciplinary activities which help link separate disciplines or specializations into the larger intellectual patterns which, in turn, comprise university education (i.e., collaborative teaching and research that lead to the development of a community of scholars at UMKC).

V. UNIVERSITY SERVICE

(Committees, administrative assignments, papers, or other activities related to the academic community. Please indicate special committee responsibilities, e.g., chairperson, secretary.)

Departmental

School

Campus

University

Please estimate the number of hours per week that you devote on average to university service.

VI. PRO BONO PROFESSIONAL SERVICE TO THE COMMUNITY

Please record those professional services, which you provide to the community as a part of your voluntary, civic responsibilities without charge or formal assignment, but which you deem relevant to your professional work. Such activities would be subject to peer evaluation. Service to the community as a citizen rather than as a professional whose work can be assessed by peers is not considered in making promotion/tenure decisions. Please list here only services not listed elsewhere.

Please estimate the number of hours per week that you devote on average to voluntary community service which is related to your university duties.
VII. OTHER AWARDS, HONORS, DISTINCTIONS

VIII. INTERNATIONAL ACTIVITIES: Please report international activities related to academic work and not reported above.

IX. REMUNERATED OUTSIDE ACTIVITIES (non-university): University policy requires that remunerated outside activity (including consultancies) must be reported to department chair and dean.

X. PROFESSIONAL DEVELOPMENT ACTIVITIES: Please report activities which have helped you develop yourself as a teacher, scholar, contributor to society through professional services, or more effective member of the campus academic community during the past year.

XI. SUMMARY: Please provide your own personal assessment of your achievements during the past year in the areas indicated.

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<tr>
<th></th>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>A. Teaching</td>
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<td>B. Research</td>
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<td>C. Professional Service</td>
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<td>D. University and Campus Citizenship</td>
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XII. SUPPLEMENTARY COMMENTS

Please attach additional pages to expand upon any topic not sufficiently covered in the sections preceding to describe new directions or goals or research or creative activity in which you are participating, or to make comments which you wish to bring to the attention of your Chair or the Dean of the School. If you wish to seek voluntary review and development of a personal learning plan, please not your interest.
XIII. Department Chair/Dean Comment: Please provide comments and a summary evaluation of the faculty member’s annual report.


XIV. Tenured Faculty and Librarian Review: In accord with the campus policy on Faculty and Librarian Review and Enhancement, the department chair, dean, or designee should note whether the overall annual performance has been satisfactory with regard to both quality and productivity.

A. Satisfactory or better, no review anticipated:

B. Unsatisfactory; review needed unless significant improvement occurs; discuss with faculty member:

Two or more consecutive reports which are unsatisfactory will result in an involuntary review in accord with campus policy. Faculty can always request a review and seek cooperation in developing an individual enhancement plan.

Signature: Faculty Member                     Date

Signature: Chair, Dean or Designee           Date